

Posting Details

Posting Number: 0000447

Budget Position Number: 991613

Working Title: Coordinator of Wilks Programs

Department: VP of Student Affairs

Campus: Oxford

Division: Student Affairs

Pay Zone (Classified positions only):

Job Summary/Basic Function:

Reporting to the Assistant Director of the Wilks Institute, the Program Coordinator will be responsible for providing logistical and administrative support for all Wilks programs including, but not limited to, the Scholar Leader living learning community, Miami student and high school leadership workshops, and other Institute programs. The Program Coordinator will develop and implement program assessments, assist in supervising undergraduate staff, and will foster close working relationships across the Division of Student Affairs, with colleagues in other academic departments, and with community organizations.

Basic Qualifications:

Bachelors Degree on or before August 2010
Experience in student leadership development, programming, or student affairs setting
Self-initiated work ethic
Ability to relate and work well with others in a team setting and flat organizational structure
Ability to work/manage multiple projects at once
Strong organizational and interpersonal skills
Good verbal and written communication skills with various levels of University populations (students, faculty, and staff)

Preferred Qualifications:

Masters Degree in Student Affairs/Higher Education or another related field
Experience and/or leadership in sustained community work

Duties:

Coordinate and provide co-curricular support of Scholar Leader program (attends weekly meetings, support recruitment efforts, retreat planning, Plunge experience, etc.), work closely with Graduate Resident Director and Resident Assistant, and co-instruct section of EDL 206.
Coordinate and facilitate Leadership workshops on campus in

partnership with other units (ENGAGE, Advisor training, RA training, LeaderShape follow-up, Perlmutter committee, SOAR committee, and other SAF supported programs)
 Build and implement assessment models for the Wilks Leadership Institute programs, as outlined in the SAF reporting system.
 Co-supervise Community Assistants and potential practicum students
 Expand partnerships with Oxford campus and regional campus offices and community organizations and attend divisional and organization meetings as appropriate
 Support Wilks marketing efforts (graphic design, website development, video development, bed sheet banners, etc.)
 Provide general administrative support for Wilks Institute functions (event planning, publicity, etc.) and perform other duties as assigned

Date to Begin Screening Applications: 05-24-2010

Posting Date:

Closing Date:

Special Instructions to Applicants: Employment will require a criminal background check according to University guidelines.

Temporary: Yes

If temporary, end date: 05-31-2011

Hours per week / Percent time: 100%

Duration of appointment:
 (for unclassified/classified e.g. 11 months
 12 months)

Work Hours/Schedule (i.e. Mon-Fri; 6:30am to 3:30pm):

Benefit Eligible: Yes

Pay Range/Salary Minimum:

Pay Range/Salary Maximum: