



## OFFICE OF STUDENT AFFAIRS

# COORDINATOR, LEADERSHIP AND COMMUNITY SERVICE

**This job is located at IUPUC in Columbus, Indiana.**

IUPUC—Indiana University-Purdue University Columbus—has delivered high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. Applications are being accepted for a full-time Coordinator, Leadership and Community Service, in the Office of Student Affairs.

### RESPONSIBILITIES

The Coordinator of Leadership and Community Service is responsible for managing co-curricular activities and the continuous development of new initiatives that promote campus involvement and community engagement. Coordinate with faculty to support service learning in coursework to support general education student learning outcomes. Responsible for leadership programs, student clubs and organizations, and continually educating students about the importance and advantages of community service and campus involvement. Develop and maintain strong relationships with campus and community partners. Responsible for creating and managing logistics of large service events, campus blood drives, and the campus food pantry. Some of the key duties and responsibilities are:

- Effectively manage all leadership programs, student clubs, and organizations. Identify, recruit, and coordinate with appropriate speakers for leadership training, organize annual student leadership conference, and develop, deliver, and evaluate regular leadership workshops and programming. Work independently to oversee clubs and organizations and ensure established policies and procedures are followed. Develop workshops and learning opportunities to improve the club experience for their members. Direct oversight and responsibility for approximately \$30,000 budget.
- Serve as official campus liaison to Campus Compact for service learning, community service, community engagement, and experiential learning. Promote opportunities to students, recruit students to participate, monitor participation, and maintain activity statistics to record level of student involvement. Coordinate with faculty to support service learning in coursework that supports general education student learning outcomes. Attend Campus Compact events, trainings, and networking opportunities as appropriate).
- Full responsibility for the campus food pantry available to students, faculty, and staff. Manage inventory, organize food drives, and comply with all regulations of Indiana University's Retail Food Protection Program.
- Educate students in the classroom about the importance and advantages of serving in the local community as well as becoming more involved at the campus. Establish volunteer opportunities in the community for our students with local nonprofit agencies. Develop and maintain strong relationships with campus and community partners. Host events and workshops to educate students individually and in groups.
- Create, orchestrate, and manage logistics of large campus wide and service events, conferences, banquets, blood drives, and workshops, including the annual fall Student Leadership Conference and spring Student Leadership Awards Banquet. Recruit volunteers for campus events. Facilitate the leadership development of student scholarship recipients.
- Serve as the advisor to the Campus Activities Board (CAB). CAB is a university student organization that facilitates campus-wide programming throughout the year. The advisor is responsible for ensuring fiscal responsibility and adherence to university policies.

### REQUIRED QUALIFICATIONS

Minimum Education: Bachelor's degree from an accredited institution is required.

Minimum Experience: At least one to two years of related experience is required.

Required knowledge, skills, and abilities:

- Strong communication skills, both oral and written
- Managerial and reasoning skills
- Organizational skills to manage multiple projects
- Highly effective collaborative and interpersonal skills to work with multiple stakeholders, including nonprofit organizations, educational institutions, and students
- Sensitivity to and understanding of the diverse needs and backgrounds of college students

- Ability to work with all groups in a diverse academic, socioeconomic, cultural and ethnic backgrounds of college students, faculty and staff and a commitment to diversity and social justice.
- Strong skills in event planning and project management
- Strong computer skills; proficient in at least Microsoft Office Suite programs.
- Proficiency with social media platforms (i.e. Facebook, Twitter, YouTube).
- Must possess a valid U.S. driver's license and be able to drive during daylight and evening hours to offsite and event locations. Must be able to be insured by Indiana University.

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited institution preferred.
- Professional experience in related areas such as volunteer management, event planning, community engagement, or student services.
- Experience with Adobe Creative programs, and web interface a plus.

### **WORKING CONDITIONS / PHYSICAL DEMANDS**

- Ability to speak with others and clearly present information and direction.
- Light work; bending, lifting, carrying, and the ability to work long hours when needed.
- May require setting up tables or transporting literature and information from time to time.
- Ability to sit for long periods of time and operate a computer and other office equipment.

### **BENEFITS/PERKS**

IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. Columbus is located one hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique midwestern community with a population of 46,000 known for its world class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information visit <http://www.iupuc.edu/> and <http://columbus.in.us>.

University-sponsored benefit plans are a significant part of Indiana University's total compensation package. You may want to go to [www.hr.iu.edu/benefits](http://www.hr.iu.edu/benefits) to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Qualified applicants interested in the position must apply online at <https://jobs.iu.edu/>. **Search for job #05653P**. A resume, cover letter, and a list of three references must be submitted with your online application. Indicate in your cover letter why you are interested in becoming a member of IUPUC's team. The deadline for applications is **Friday, September 15, 2017**.

**IUPUC is an EEO/AA employer, M/F/D/Veteran**