

Coordinator of Off-Campus Student Involvement
The Adele H. Stamp Student Union-Center for Campus Life

Position Title: Coordinator of Off-Campus Student Involvement

Organization: The Coordinator of Off-Campus Student Involvement (OCSI) directs the university's outreach to off-campus and transfer students to secure their engagement in the campus and broader community. The Coordinator will design programs and interventions with this focus.

The Coordinator advocates for off-campus and transfer students in both the creation and implementation of university policies. Some of the areas in which the Coordinator will advocate, include, but are not limited to, housing, transportation, and safety.

The Coordinator works with the commuter student population as the primary advisor to the Off-Campus Student Program Board; trains, and supervises interns to create programs, provide outreach sessions, and assist in student advocacy. The Coordinator supervises a graduate assistant.

The Coordinator works directly with this area and with over 100 colleagues in the Adele H. Stamp Student Union – Center for Campus Life to create and sustain a [student-centered environment](#) that promotes [academic success](#) and [personal development](#); serves as a [safe and inviting campus center](#); and is characterized by a [strong commitment](#) to [multiculturalism, excellence](#), and a [positive work environment](#). This position is located in the Campus Programs unit and is part of the Engagement Team, which includes staff that work primarily with programming and student involvement initiatives.

Responsibilities: **Provide Engagement Opportunities for Off-Campus and Transfer Students**

The Coordinator will initiate and develop, in collaboration with campus partners, programmatic efforts to allow off-campus and transfer students to connect with each other, and consequently for them to engage the larger UMCP community in meaningful ways. The Coordinator will also help create a safe and inviting campus environment for these students by playing an advocacy role in the creation and enforcement of university policy. Lastly, the Coordinator will utilize assessment and research to inform policy and programs related to off-campus and transfer students.

Primary Advisor to Off-Campus Student Program Board

The Coordinator serves as the primary advisor to the Off-Campus Student Program Board, which provides programs to support and enhance the educational and involvement experiences of all students who live off campus and transfer students. Responsibilities include working closely with the board members to develop programs such as Off-Campus Student Week as well as innovating special academic and engagement opportunities. A graduate assistant will also advise the Board.

Staff Supervision

Supervise one graduate assistant advisor and two student involvement interns.

Qualifications:

A Bachelors degree is required; a Masters degree in College Student Personnel, Higher Education or related field is preferred. Two years of full-time programming and advising experience within the area of off-campus students, post-bachelors, in an academic setting is highly preferred. Previous authorship of research regarding the commuter, transfer, and/or other non-traditional student populations is also highly preferred. The person should be a student advocate, possess strong organizational skills and have the ability to build relations and coalitions across campus and in the community. Ability to direct and supervise others, incorporate student development theories into campus programming, be familiar with leadership training resources is desirable.

Salary: Low to mid \$40Ks

To Apply: For best consideration, please submit letter of application, resume and three references by June 12, 2009 to:

Marie Jenkins, mjenkins@umd.edu

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