

Saint Louis University

Coordinator for Student Involvement Center

Vacancy Announcement for the Student Involvement Center

As the Student Involvement Center, we are committed to creating educational experiences that engage students through their campus involvement, leadership development, and college transitions.

-Mission Statement for the Student Involvement Center

Benefits of the position

The Student Involvement Center Coordinator positions are a great fit for those that are interested in getting a broad experience in student affairs. The Coordinators are members of the Student Involvement Center professional staff and will work under a generalist position description, but will be the primary person for specific functions for the Center.

The Coordinators for the Student Involvement Center under general direction, provides leadership and direction for programs and initiatives that impact student transitions and involvement by working with faculty, staff and students to develop comprehensive learning opportunities; oversees programs within the University community and/or external SLU community that may include first-year experience programs, sophomore/junior-year experience programs, senior-year experience programs, student activities, fraternity/sorority life, servant leadership initiatives, learning communities and commuter/transfer programs.

Coordinators will develop competencies in the following areas: event management, student advising/supervising, servant leadership development, and transitional theory development. Benefits of this position include the following:

- The Coordinators will develop professional competencies that will help them achieve their future career goals
- The Coordinators will participate in trainings and developments within the department and division to assist with their professional growth.
- The Coordinators will gain experience in advising student leaders/groups, developing inclusive programs, collaborating with campus and community partners, implementing and assessing learning outcomes, and working in a mission focused environment.
- The Coordinators will work in a reorganized and newly developed department. This provides the opportunity for staff to be involved in strategic planning and new program development.

About the Student Involvement Center

The Student Involvement Center as part of the Division of Student Development helps students develop as leaders who are spiritually formed, critically reflective, and socially and personally responsible.

Each year the Student Involvement Center creates fun and engaging learning opportunities that appeal to a diverse student body and compliment the educational mission of Saint Louis University while facilitating the transition of undergraduate students throughout the college experience by providing programs and support to enhance student success. Through coordination with academic and student development partners, we create opportunities for students to connect to the community, develop holistically, and engage in the Five Dimensions of the Saint Louis University experience.

With weekly events and movies, over one hundred chartered student organizations, seventeen Greek organizations, thirteen living learning communities and plenty of leadership, community service and intercultural learning opportunities, there is always opportunities for students to engage on campus and make an impact on student learning.

For more information about the Student Involvement Center, visit our website at involvement.slu.edu

About Saint Louis University

Saint Louis University (SLU) is a Catholic, Jesuit University committed to excellence in research, teaching and service to humanity. Founded in 1818, it is the oldest university west of the Mississippi and the second oldest Jesuit University in the United States. SLU is ranked among the top research institutions in the nation, and more than 13,000 students are currently enrolled in the University's undergraduate, graduate and professional degree programs.

Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, based on our Catholic values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

About Saint Louis

Saint Louis, Missouri is a great place to live! Lively downtown, championship sports teams, a booming tech and business center, and an emergence as one of the nation's must-stop locations on any concert tour.

City Fun Facts:

- Metro Area Population: 2.7 million (city proper: 348,189)
- Campus is a five minute drive to the Gateway Arch by the riverfront
- Campus is a block from the heart of the city's performing arts district (Grand Center)
- Cool live music scene
- Diverse dining venues
- Variety of parks, museums, and theaters in the area
- Home to Washington University, UMSL, & a variety of other schools
- More than 50 hospitals and hospital systems

Staffing in the Student Involvement Center

The Center's Staffing Structure:

- Director for Student Involvement Center
- Assistant Director for Student Involvement Center
- Manager for Student Involvement Center
- 5 Coordinators for Student Involvement Center
- ½ time FIGs Coordinator (½ time Academic Advisor in another department)
- Administrative Secretary
- 2 Graduate Interns
- 1 Marketing Intern
- 10 Office Assistants

The Student Involvement Center staff advises or supervises a variety of student leaders/groups or student staff throughout the year. Some examples of student leaders/groups and student staff within the Center: Orientation Leaders, Student Activities Board, Transfer Mentors, Commuter Assistants, Great Issues Committee, Learning Community Mentors, Interfraternity Council, Panhellenic Council, Billikens After Dark, etc.

Remuneration

The Coordinator for Student Involvement Center position is 12 months in tenure with a salary of \$32,000 per year. Staff members accumulate annual leave in addition to the official holidays acknowledged by the University. The Coordinator is considered professional University personnel and is expected to work during student vacation periods unless personal accrued leave is taken or an official university holiday has been designated. The University offers an excellent benefits package, including choices in healthcare, investment opportunities and tuition remission for up to 18 graduate credit hours per calendar year. Of these hours, \$5250 in tuition is tax-free. Reserved parking is available upon the individual purchase of a campus parking permit.

To apply, send a cover letter, a resume, and the names, addresses and telephone numbers of three references to: Susan Fanale, Director for the Student Involvement Center, Busch Student Center – Suite 319, 20 North Grand, St. Louis, MO 63103, Phone: (314) 977-1587, FAX: (314) 977-7177, Email: sfanale@slu.edu

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