



Graduate Coordinator – Student Organizations

Office for Student Leadership, Involvement & Community Engagement
Colorado State University

General Description:

The Student Leadership, Involvement & Community Engagement (SLiCE) office offers a broad range of programs and services for Colorado State University students, faculty, staff, and the community in the areas of leadership development, involvement, volunteerism, and community-based research. Through the programs at SLiCE students can find both support and resources to graduate as engaged, active participants and leaders in their local, national, and global communities. The Graduate Coordinator assists with the management and implementation of student organization services and programs in the SLiCE office and collaborates with other entities within the Division of Student Affairs and on campus. The Graduate Coordinator's responsibilities will be carried out under the supervision of the Assistant Director for Involvement within the SLiCE Department.

Responsibilities Include:

- Work with student organizations assisting with event planning, financial policies/procedures, annual recognition process, and various other leadership development opportunities.
- Assist in the coordination of annual student organization events including: officer orientations, training retreats, involvement fairs, and awards & recognition events, and other organizational development focused programs.
- Assist in the oversight of the annual student organizations registration and recognition process, which includes access and knowledge of the on-line registration database, review of constitutions, and thorough knowledge of student organizations policies and procedures.
- Advise the Travel Grant Committee, which includes recruitment and training board members, management of funding schedule and review of applications, and oversight of funding sources and expenditures.
- Co-advise the ASCSU Student Funding Board.
- Oversight of the Resource Room, which includes assessing use, restocking supplies, and responding to requests for improvements.
- Oversight of the Student Organizations Suite, which includes managing computer log-in requests, storage space use/requests, and mailbox assignments.
- Assess the impact of educational programs designed to foster organizational leadership.
- Identify possible partnerships between Registered Student Organizations and SLiCE.
- Commitment to diversity, social justice, and self-development.
- Complete semi-annual and annual program reports as requested.
- Foster collaborative partnerships with CSU offices and departments, student leaders, and community partners to create leadership opportunities.
- Participate in bi-annual evaluations with supervisor to discuss SAHE portfolio competencies.
- Assist in the recruitment, development and facilitation of staff training for all SLiCE undergraduate employees.
- Attend all requested staff meetings including SLiCE staff meetings, area-team meetings, and program/committee/planning meetings (i.e.: SOAR planning committee, Involvement Fair planning meetings, etc.).
- Meet regularly with supervisor to provide updates, monitor performance and seek guidance.
- Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.

Terms of Employment:

- A. **Terms of Employment & Remuneration** - The assistantship is a 25 hour/week appointment that provides the student with tuition for the 2011-2012 academic year (full tuition regardless of the student's in-state or out-of-state residency status), plus a monthly stipend. Students typically apply for, and receive, in-state residency for the second year of the program. The period of employment is from mid-August to mid-May.
- B. **Enrollment** - Graduate Coordinators must be enrolled at Colorado State University as a graduate student during the period of employment.
- C. **Period of Employment** - A ten-month period beginning August 1 and ending May 31.
- D. **Academics**- Graduate Coordinators must maintain a 3.0 cumulative grade point average. Graduate Coordinators whose semester/term grade point average falls below a 3.0 will have one probationary semester to meet the minimum requirements. Graduate Coordinators who's cumulative or term GPA falls below 3.0 for two consecutive semesters will be released from their position.
- E. **Time Off** - Graduate Coordinators are expected to set aside an adequate amount of time to devote to his/her academic program and personal needs and interests. Graduate Coordinators receive one week of vacation over the fall break, two weeks over the winter break, and one week during spring semester for either spring break or conferences. Vacation requests should be made to the Graduate Coordinator's supervisor.

Contact:

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