

Graduate Coordinator
Office for Student Leadership, Involvement & Community Engagement

General Descriptions:

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 service programs. This staff member will also foster collaborative partnerships with CSU offices and departments, student leaders, and community partners to create service, leadership, and involvement opportunities. The Graduate Coordinator's responsibilities will be carried out under the supervision of the Director for SLiCE and the Assistant Director for Volunteer Programs.

Job Responsibilities:

- Assist in the support and planning of the alternative break program. Including, but not limited to, the following:
 - Coordination of 2 alternative break alumni dinners/volunteer experiences in Washington D.C. and New York City
 - Coordinate all centralized marketing efforts of the alternative break program including setting up presentations across campus and spearheading and following up on the participant nomination process
 - Coordinate the allocation of \$10,000 in travel grants to support students of with identified financial need on alternative breaks.
 - Assist in the tracking and follow up of required participant paperwork, and paperwork due to SLICE from student trip leaders.
 - Assist in the oversight of the alternative break "site leader school" which prepares 34 undergraduate students to lead an alternative spring break. Specific responsibilities include identifying training topics (ie. budgeting, risk management, communicating with your agency, conflict resolution, marketing and selection of participants) and creative methods for delivering the content (guest speakers, activities, etc).
- Oversee all aspects of the Special Needs Swim Program including:
 - Supervision of 2 undergraduate student staff members (one responsible for Thursday section, one responsible for Sunday section); meet weekly with student staff coordinators
 - Collaboration with Michele Frick and Renee Johnson to ensure background checks are completed on all volunteers

- In collaboration with student coordinators, execute selection, hiring, and training for all volunteers
- Collaborate with EPIC and Susy Danforth on room reservations for reflection sessions at EPIC
- In collaboration with student coordinators, planning of end of year celebration
- In collaboration with student coordinators, execution of meaningful, well-planned weekly reflection sessions
- Ensure community participant payment at EPIC swimming pool.
- Biweekly attendance at each section of swim

Oversee all aspects of the TGIF Program including:

- Supervision of 1 undergraduate student staff member; meet weekly with TGIF student coordinator
 - Collaboration with Michele Frick and Renee Johnson to ensure background checks are completed on all volunteers
 - In collaboration with student coordinator, execute selection, hiring, and training for all volunteers
 - In collaboration with student coordinator, planning of monthly TGIF events, Prom, and end of year celebration
 - In collaboration with student coordinator, execution of meaningful, well-planned reflection sessions for all volunteers
 - Regular attendance at TGIF events
- Assess the impact of educational programs designed to foster service and involvement. Complete semi-annual and annual program reports as requested.
 - Create awareness of programs and impact with SLICE staff and general student body.
 - Assist in the execution of Ram Serve, a one-day service plunge for first year students at Colorado State University.

General Office Expectations

- Assist in the recruitment, development and facilitation of staff training for all SLiCE undergraduate employees. Responsibilities will include staff training scheduling, facilitation, event planning execution, etc.
- Participate in bi-annual evaluations with supervisors to discuss SAHE portfolio competencies.
- Attend SLiCE meetings including team meetings and meetings with the full staff.

Terms of Employment:

Summary: 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 of \$1,730 per month. The period of employment is from August 1 to May 31.

A. Enrollment - Graduate Coordinators must be enrolled at Colorado State University as a graduate student during the period of employment.

B. Period of Employment - A ten-month period beginning August 1 and ending May 31.

C. 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 whose cumulative or term GPA falls below 3.0 for two consecutive semesters will be released from their position.

D. Time Commitment – **25 hours per week.** Graduate Coordinators must be willing to commit a significant portion of time to his/her position. It is expected that Graduate Coordinators maintain office hours equaling 25 hours per week with flexibility allowed for weekend and evening programs.

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.

F. Remuneration – Graduate Coordinators are paid monthly at the rate of \$1,713.00 per month. Full tuition (regardless of a student's in-state or out-of-state residency status) is paid for the 1st year of the assistantship. ONLY in-state tuition is covered during the 2nd year of employment with SLiCE. Graduate Coordinators are strongly encouraged to apply for in-state residency.

Contact:

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Terms of Employment & Remuneration