

University of Rochester
Position Description
Program Coordinator, Wilson Commons Student Activities

The Program Coordinator for Wilson Commons Student Activities is a part-time, para-professional staff member for Wilson Commons Student Activities in the Office of the Dean of Students. The primary charge of this position aims to support student life and student organizations via programming and event planning. This includes working closely with WCSA professional staff and student organizations to develop co-curricular programs prepares students to be responsible advocates and citizens. All of which align themselves with the mission of The College. This position is ideal for an individual who was an involved student leader while an undergraduate and who has sound judgement and decision making.

- 70%** **Program Advisement, Development, and Event Management:**
- Assist in the overall coordination, oversight, publicity, and evaluation of Community Weekends:
 - YellowJacket Weekend
 - Meliora Weekend
 - Winterfest Weekend
 - Springfest Weekend
 - Event site manager for on and off campus programs, including some evenings, weekends and holidays
 - Lead in the overall coordination, oversight, publicity, and evaluation of Wilson Commons Community Building Programs:
 - Club Rochester
 - Welcome Back
 - ROC tix
 - Holiday Shopping Fair
 - Fall and Winter Activities Fair
 - Coordinating and staff UR Late Night programming on campus
 - Be available to work over the summer to plan, coordinate, publicize, attend meetings, and manage start of year programs
 - Work day of on all Leadership Trainings and Appreciation events

- 30%** **Administrative:**
- Report directly to Assistant Director of Wilson Commons Student Activities
 - Attend monthly Office of the Dean of Students staff meetings
 - Attend weekly programming committee meetings
 - Responsible for year-end annual report for WCSA
 - Develop and present presentations on behalf of WCSA
 - Complete research projects for WCSA as assigned
 - Data analysis and reports of Event Tallies throughout the academic year
 - Other duties of special interest as assigned

Time Commitment

17 hours per week including evening and weekend events.

Start date July 16th 2020.

Term of position is 10 month.

Qualifications

Minimum requirements for the position include, but are not limited to:

- Required Bachelor's Degree
- Required 2-3 years training or work experience in a Student Affairs profession
- Must be a full-time, matriculated graduate student in a Masters or Doctoral program; studying higher education administration, human development, education, or counseling.
- One year experience event management.
- One year experience creating reports and program evaluation
- Proficiency in Excel and social media platforms.
- Ability and flexibility to work independently and in conjunction with the University community in a fast-paced work environment.
- Interest in a two-year appointment preferred but not required.
- Valid U.S. driver's license strongly preferred.

Remuneration

\$15.00/ hour

To apply

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