

Class Code:.....0444A  
Position#: (PSA).....  
Developed by:.....SG  
Reviewed by:.....CW  
Approved by:.....LK  
Date:11/96;5/02;11/05;4/09

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, Student Leadership Programs  
**DIVISION:** Student Affairs  
**REPORTS TO:** Assistant Director, Student Leadership Development Programs  
**GRADE:** 11  
**SUPERVISES:** Student interns

**BASIC FUNCTION:**

Assist in fulfilling the educational mission and goals of the Center for Student Leadership Development. Coordinate programs and advise student organizations with regard to leadership issues and all aspects of co-curricular involvement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist in all aspects of implementing the University's leadership programs and services.

Assist in creating an atmosphere for personal and academic growth for the student population.

Encourage and assist students in getting involved in campus life, and offer support services.

Serve as a resource person for the campus and advisors in regard to leadership development.

Develop training programs for individual students and student organizations.

Develop and conduct a series of leadership workshops and training programs to address campus needs in leadership issues.

Conduct assessment and research to explore the needs of students in regard to leadership and the effects of leadership experiences on students' development, as well as organizational effectiveness.

Initiate and coordinate new programs and strategies to address leadership issues for students.

Facilitate ropes courses and outdoor adventure programs.

Facilitate workshops, retreats, conference presentations, and similar programs.

Serve on the Leadership Advisory Committee.

Assist in teaching leadership courses.

**OTHER DUTIES AND RESPONSIBILITIES:**

Directly advise certain assigned student organizations. (Assignments will be reviewed annually and may be revised).

Respond to student needs and requests for support by providing programs, services, and advocacy for student issues.

Advise student groups and organizations in a manner that demonstrates support and advocacy for student issues.

Work to create partnerships which bring departments into the development of programs and services which address leadership issues.

Create and support interventions which promote service learning and student community service opportunities.

Provide staff support for University and departmental programs.

Serve on departmental, Student Affairs, and University-wide committees.

Perform additional duties as requested.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software; ropes course equipment.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Master's degree in higher education, counseling, college student personnel or related field required, as is one to three years of professional experience in college student affairs/higher education (may include relevant graduate degree work). Must have experience in leadership development or related field, and leadership development and training, including facilitation and program development. Must have demonstrated extensive experience working with demographically diverse and traditionally underrepresented and oppressed groups (i.e., race, culture, gender, and sexual orientation).

Must possess strong interpersonal skills and excellent written and verbal communication skills. The following are preferred: classroom teaching experience or teaching assistance in a leadership area; ropes course facilitation experience and technical skills; ropes training and/or outdoor education experience; athletics, activism, and/or multicultural leadership development experience; marketing or fundraising experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**