

Instructions: Please complete the position description; attach a unit organizational chart showing reporting relationships for the position, and route to the Department Head, College/Unit, and the Office of Human Resources - Employment Services.

Professional Title Leadership Development and Community Involvement Coordinator

College/Admin Unit Student Affairs

Rank Professional Faculty

Department University Housing and Dining Services

Status Exempt

Working FTE (Appt, %) 1.00

Term of Service 9-mo 12-mo

Employee Name			
Effective Date	Mo 07	Day 01	Year 2006

Reason for submission to OHR (select one): New employee
 Revisions due to title change
 Revisions due to change in job duties and responsibilities

Position Summary:

The Leadership Development and Community Involvement Coordinator (LDCIC) holds responsibility for the advisement of Student Government Groups, Coordination of Peer Accountability Boards, Presentation of Late Night Activities, and Liaison with other on campus Leadership Development Entities (such as Greek Life, MUPC, and Student Involvement). This position requires significant, regular, and frequent evening and weekend work. As a live on member of the Residential Education and Services team, the LDCIC will develop and implement policies and procedures, and provide an on campus presence in Residential Education and Services that supports the University's mission regarding creation of a Compelling Learning Experience, and the development and implementation of Top-Tier integrated learning environments and programs. The LDCIC will conduct their work and foster an environment among staff and students that supports the University's values of Accountability, Diversity, Respect, Responsibility and Truth.

Decision-making: Decision-making authority includes hiring, training, employee coaching and evaluation; student conduct process administration; Leadership Curriculum Development and Student Group Advising; and staff work schedules and priorities. In conjunction and consultation with the Director of Residential Education and Services, and their fellow members of the Residential Education and Services Leadership Team, this staff member will set guidelines for student group advising. As a live on staff member, the LDCIC will hold responsibility for coordinating emergency and crisis response on behalf of University Housing and Dining Services.

Supervisory Responsibilities:

How many employees are directly supervised by this position? 1, with advising responsibility for 20 Student Government Executive Officers, and an additional 300 Hall/House Council members

Which of the following supervisory/management activities does this position perform?

- Plans Work
- Approves Work
- Disciplines/Rewards
- Prepares and signs performance appraisals or reviews
- Assigns work
- Responds to grievances
- Hires/fires (or effectively recommends)

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Duties: List functions and tasks performed, in order of importance, with % of time spend on each function. In Column 2, enter **N** if duty is new, **R** if it is revised from previous description.

Suggested for Online Entry: Enter list of duties first, then enter Column 1 and column 2 separately. **DO NOT USE TAB UNTIL ALL ENTRY IS COMPLETE.** TAB will take you to page 3.

% OF TIME	N/R	DUTY
40%	N	<p>Leadership Development (Student Group Advising) Responsible for the Advising of the following groups: Residence Hall Association (OSU Advisor of Record) Family Housing Association (OSU Advisor of Record) Inter-cooperative Association (OSU Advisor of Record) National Residence Hall Honorary Hall/House/Lodge Councils</p> <p>Attends all meetings of groups where incumbent serves as advisor of record. Guides groups though an advisory role to insure that activities and functions of those groups are within University Guidelines and support the mission of University Housing and Dining Services and Oregon State University. Provides ongoing training to advisors of other groups; incumbent shall develop and implement leadership curriculum that is applicable to all students served by UHDS. Supports all UHDS student groups by frequent and conspicuous attendance at events. Ensures departmental compliance with all advising guidelines, and other parameters for student groups set by OSU Student Involvement and other applicable groups, provides support, training, and supervision to advisors of all UHDS sponsored/funded student groups. This function requires significant, regular, and frequent evening and weekend work.</p>
25%	N	<p>Student Conduct Peer Accountability Board Administrator Responsible for recruiting, formation, and training of accountability boards, ensures that boards function smoothly and within the parameters set by both the OSU and the UHDS student conduct guidelines. At the direction of the Assistant Director, Residential Education provides administrative support for peer accountability boards. Provides leadership training to professional staff board advisors, assists with the development of UHDS Student Conduct policies and procedures. Provides back up as a hearing officer to the UHDS Assistant Director, Residential Education. This function requires significant, regular, and frequent evening and weekend work.</p>
25%	N	<p>Coordination and Implementation of Late Night Programming Works with student groups to provide late night programming to students. Manages a budget for late night programming, works to provide a coordinated term wide plan for late night programs. May be required to preview presenters, entertainers, etc, and to work with UHDS entities, OSU entities, and other agencies to book talent and events for on campus students. This function requires significant, regular, and frequent evening and weekend work.</p>
5%	N	<p>Liaison with on campus Leadership Development Entities Serves on a variety of campus committees as directed, including the Student Affairs Student Organization Advisors Group, and ex-Officio member of the OSU Student Activities Committee Meets regularly with OSU Student Involvement, OSU Memorial Union Programs Council, and OSU Office of Greek Life, works with campus partners to compile and present a campus wide leadership development curriculum.</p>
3%	N	<p>Summer Operations The LDCIC shall support the summer operations of UHDS. Duties may include both supervision of summer staff, and hands on performance of tasks including check in, check out, room cleaning, restroom cleaning, etc. This function requires frequent evening and weekend work during the summer, and commitment to creating a positive experience for both the Staff and Clients of University Housing and Dining Services.</p>
2%	N	<p>Other Duties As Assigned</p>

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Required Qualifications

Highest Degree:
 Masters Degree in College Student Services Administration, Education Administration, or a closely related field
 Or
 Bachelor's Degree in a closely related field and 4 years of full time, live in Student Housing or Residential Life experience, including student group advising

Other specialized instruction or certificates: N/A

Work experience:
 With Masters: 1 year full time, live in, supervisory experience in Student Housing or Residential Life, experience with advising student groups.
 With Bachelors: 4 years full time, live in, supervisory experience in Student Housing or Residential Life, experience with advising student groups.

Other job-related skills and abilities:

- Demonstrated successful student government advising skills and experience
- Demonstrated staff supervision skills
- Excellent Oral and Written communication skills
- Demonstrated ability to manage priorities and tasks
- Demonstrated ability to establish and maintain partnerships with university staff and faculty
- Basic competence with technology (email, word processing, web development, spreadsheets, and databases)
- Ability to demonstrate personal support of a diverse living, learning, and work environment
- Demonstrated ability to investigate and adjudicate student conduct cases
- Demonstrated ability to manage facility operations including crisis response

Signatures

Employee	Name	Signature	Date
Department	Name	Signature	Date
College/Unit	Name	Signature	Date

Office of Human Resources use only

FLSA Status: Exempt Non-exempt (qualifies for overtime compensation)

Executive
 Administrative
 Professional

Approved: _____

Name	Signature	Date
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Exclusion Status: Supervisory Community of Interest

Confidential
 Managerial OAR Reason Code Number: _____

Approved: _____

Name	Signature	Date
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