

# STUDENT INVOLVEMENT & ENGAGEMENT

## COORDINATOR, LEADERSHIP DEVELOPMENT PROGRAMS

### POSITION OVERVIEW

The Coordinator for Leadership Development Programs, in the department of Student Involvement and Engagement (SI&E), is responsible for developing and implementing leadership development programs to support a campus-wide culture that centers student involvement, engagement, sense of belonging and student success. The Coordinator, with the Associate Director for Leadership Development and Service, develops comprehensive educational leadership programs that enhances student learning and supports skills development that prepare TXST students for the 21st century workforce. In addition, the Coordinator develops and implements signature leadership programs and coordinates student leader certificate programs. The position reports to the Associate Director for Leadership and Service.

### JOB RESPONSIBILITIES OVERVIEW

- Develop, facilitate, and implement a comprehensive educational leadership initiatives that enhances student learning and civic and social responsibility.
- Provide leadership, strategic direction and assessment alongside the Associate Director for Leadership and Service for the areas of leadership development programming.
- Develop, facilitate, and implement signature leadership development programs (e.g.: annual conference, Capstone Leadership program, etc).
- Coordinate and manage student leader certificate program administrative processes and recognition efforts.
- Advise and supervise designated chartered student organizations in programming operations and promotions.
- Provide on-site supervision of designated events to oversee use of facilities, compliance with policies, hospitality for performer(s), and to assist in problem resolution.
- Support the development and assessment of goals and student learning outcomes for designated chartered student organizations.
- Supervise and develop one Graduate Assistant.
- Manage fee-funded budgets and organization funded accounts and resources in compliance with applicable laws, regulations, and University policies and procedures.
- Create end-of-year reports for assigned functional area.

### BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click [here](#)

### MONTHLY SALARY:

\$3,542 - \$3,875



✉ [getinvolved@txstate.edu](mailto:getinvolved@txstate.edu)

☎ 512.245.4428

[studentinvolvement.txstate.edu](http://studentinvolvement.txstate.edu)

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## COORDINATOR, LEADERSHIP DEVELOPMENT PROGRAMS

### REQUIRED QUALIFICATIONS

- Bachelor's degree.
- Demonstrated understanding of theories of leadership development and student development theories.
- Demonstrated understanding of the role of community service and volunteering programs as a vehicle for civic engagement and learning in the higher education context.
- Experience facilitating leadership development programs and designing leadership curriculum.
- Experience advising students in a higher education/university environment.
- Ability to coordinate a variety of work activities and work as part of a team.
- Experience in program and budget management and assessment.
- Availability to work evenings and weekends.

### PREFERRED QUALIFICATIONS

- Master's or equivalent degree in Higher Education, Student Affairs, or related field.
- Experience facilitating risk management and/or crisis response for events/programs.
- Experience conducting workshops or training sessions for student organization members.
- Experience building partnerships and collaborating across departments in a university setting.
- Experience in event planning, coordinating, risk management, and program management.
- Ability to work in a crisis situation; experience advising students and chartered student organizations on risk management strategies and the importance of proactive event planning.
- Experience attending campus activities conferences and/or student affairs

### ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is international. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please visit the Texas State University website.

### ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

FOR INFORMATION ON APPLYING,  
PLEASE VISIT [JOBS.HR.TXSTATE.EDU](https://jobs.hr.txstate.edu)

✉ [getinvolved@txstate.edu](mailto:getinvolved@txstate.edu)

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Texas State University is an Equal Employment Opportunity/Affirmative Action Employer. Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

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