POSITION OVERVIEW

The Coordinator for Student Organization Development and Administration, in the department of Student Involvement and Engagement (SI&E), is responsible for assisting the Senior Coordinator in developing and implementing campus-wide programming efforts aimed at promoting development, education, and connectedness among student organization leaders, members, and advisors. This role involves supporting the supervision and development of student employees, assisting with funding allocations and purchases, and ensuring compliance with university policies and procedures. The position reports to the Senior Coordinator for Student Organization Development and Administration.

JOB RESPONSIBILITIES OVERVIEW

- Develop and implement campus-wide programs and services that connect students to campus, provide a sense of belonging, and contribute to student success.
- Provide support for student organization development and administration, i.e. training for student leaders regarding effective programming practices, and is a part of the Student Involvement team at large, providing training and leadership development for students.
- Support the Student Involvement and Engagement portfolio and Division of Student Success in developing greater visibility for campus activity and community engagement events.
- Assist with monitoring compliance with university, local, and state policies/laws related to student organization administration.
- Responsible for managing student organization funding processes.
- Responsible for managing student organization registration processes and procedures.
- Responsible for managing platforms utilized for student organization administration.
- Assist in providing on-site supervision of designated SODA events to oversee use of facilities, compliance with policies, hospitality for performer(s), and to assist in problem resolution.
- Support the development of goals and student learning outcomes for designated programs and services, and the assessment of these goals and outcomes.
- Responsible for the supervision, coaching, and performance management of student employees.
- Assist the senior SODA coordinator in managing fee-funded budget accounts.
- Assist the senior SODA coordinator to ensure fiscal responsibility, effective planning and use of resources, and compliance with applicable laws, regulations, and University policies and procedures.
- Assist the senior SODA coordinator in creating end-of-year reports for assigned functional area.
- Serve as a member of the Expressive Activities Team and as a resource related to expressive activity and associated federal law.
- Actively participate in departmental programs and projects designed to support the mission and goals of the university, division, and department.
- Serve on committees and task forces, as assigned.
- Other duties as requested or required, whether or not specifically mentioned in this job description.

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:

$3,500 - $3,833.33
REQUIRED QUALIFICATIONS

• Bachelor’s Degree
• Experience advising students or student organizations in a higher education/university environment.
• Experience in event planning, coordinating, risk management, and program management.
• Experience in program and budget management and assessment.
• Proficiency using marketing (including social media), as it relates to the delivery of programs and services on a college campus.
• 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.
• Ability to coordinate a variety of work activities and work as part of a team.
• 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 college students.
• Experience building partnerships and collaborating across departments in a university setting.
• Experience attending 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