

STUDENT INVOLVEMENT & ENGAGEMENT

COORDINATOR, STUDENT STAFF EXPERIENCE AND SI&E PROGRAMS

POSITION OVERVIEW

The Coordinator for Student Staff Experience and SI&E Programs in the department of Student Involvement and Engagement (SI&E) is responsible for managing the student staff who service as the front line for the department, supporting operations through assigned administrative tasks, and coordinating programming from the Operations and Assessment unit. Responsibilities ensuring compliance with policies and procedures. The position reports to the Associate Director for Operations and Assessment.

JOB RESPONSIBILITIES OVERVIEW

- Oversee the daily operations of the front desks of the SI&E department.
- Recruit, supervise, and train the student staff members who serve as the front line of the department the front desks of the department's office spaces.
- Develop and monitor student staff work schedules.
- Approve student staff time and ensure compliance with other appropriate processes.
- In collaboration with the SI&E leadership team, establish customer service protocols and professional and leadership development competencies for all SI&E student staff members.
- Oversee the planning and logistics associated with student staff trainings, retreats and various student staff recognition activities.
- Develop and conduct regularly assessments of the student employee experience and assessments of student staff development on established competencies.
- Analyze data and develop reports on student staff satisfaction and use data to continually improve the SI&E student employee experience.
- Oversee the planning, coordination, and execution of a series of Market Days programs.
- Assist in the execution of SI&E departmental programming efforts including the departments signature events (i.e. homecoming, spring concert)
- Serve as an administrator for the Bobcat Organization Hub and manage business operations and user audit processes in the system.
- Manage student travel forms and student absence protocols.
- Assist Associate Director in the administration of policy related forms and coordinate with LBJSC event management team on campus access requests.
- Provide support for the department's website content.
- Provide support for the department's assessment activities.
- 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:

\$3,791.62 - \$4,083.34



✉ getinvolved@txstate.edu

☎ 512.245.4428

studentinvolvement.txstate.edu

STUDENT INVOLVEMENT & ENGAGEMENT COORDINATOR, STUDENT STAFF EXPERIENCE AND SI&E PROGRAMS

REQUIRED QUALIFICATIONS

- Bachelor's degree in related field.
- Experience with event planning and program management.
- Ability to address individuals and situations with a high degree of sensitivity and confidentiality in various situations.
- Professional experience with Microsoft Office (Word, Excel, Outlook, and Teams).
- Demonstrated problem-solving and critical-thinking skills.

PREFERRED QUALIFICATIONS

- Experience with supervising student staff members in a higher education setting.
- Experience with assessment protocols and procedures.
- Experience conducting workshops or training sessions for college students.
- Experience building partnerships and collaborating across departments in a higher education setting.
- Experience with website content management.
- Master's or equivalent degree in Higher Education, Student Affairs, or related field.



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)

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