

STUDENT INVOLVEMENT & ENGAGEMENT COORDINATOR FOR CAMPUS PROGRAMMING

POSITION OVERVIEW

The Coordinator for Campus Programming, in the department of Student Involvement and Engagement (SI&E), is responsible for developing and implementing campus-wide programming efforts that facilitate a vibrant and engaging community ethos, connect students to the campus and surrounding communities, enhance sense of belonging for all students, and supports student success. In addition, the position provides advising and supervision to student staff. Responsibilities include oversight of the allocation of funds and purchases for campus activities and ensuring compliance with policies and procedures. The position reports to the Assistant Director for Campus Activities and Community Engagement Programs.

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 on-site supervision of designated events to oversee use of facilities, compliance with policies, hospitality for performer(s), and assistance in problem resolution.
- Provide support for student organization development and administration
- Provide training and leadership development for students.
- Support the departments in developing visibility for campus activity and community engagement events.
- Responsible for the supervision, coaching, and performance management of student employees.
- Manage fee-funded budget accounts.
- Ensure fiscal responsibility, effective planning and use of resources, and compliance with applicable laws, regulations, and University policies and procedures.
- Create 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

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:

\$3,260 - \$3,981.09



✉ getinvolved@txstate.edu

☎ 512.245.4428

studentinvolvement.txstate.edu

STUDENT INVOLVEMENT & ENGAGEMENT COORDINATOR FOR CAMPUS PROGRAMMING

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.

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.

ABOUT TEXAS STATE UNIVERSITY

Texas State University is a public, student-centered research institution guided by our unwavering belief in the power of education to transform communities, power economies, and reimagine the world. Our students come from every walk of life, from across Texas, the nation, and the world. Located in Central Texas, between Austin and San Antonio, the university has seen the student body grow to more than 40,000 students including more than 36,000 undergraduates and more than 4,000 graduate students. This growth reflects the mission of the university to serve the citizens of Texas and play a leading role in preparing the workforce for the coming decades. 94% of Texas State students are from Texas coming from 230 counties. Our students also come from 50 states, and 93 countries. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation. For more information please visit the [Texas State University website](https://www.txstate.edu).

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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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.

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM