

SENIOR COORDINATOR, STUDENT ORGANIZATION DEVELOPMENT & ADMINISTRATION

POSITION OVERVIEW

The Senior Coordinator for Student Organization Development and Administration in the Department of Student Involvement and Engagement (SI&E) plays a crucial role in enhancing campus-wide programming that fosters the development, education, and connectivity of student organization leaders, members, and advisors. Key responsibilities include overseeing funding allocations and purchases, supervising two coordinators and a graduate assistant, and ensuring compliance with federal and state laws as well as University policies and procedures for both the department and individual student organizations. This position reports directly to the Sr. Associate Director for Student Involvement and Engagement.

JOB RESPONSIBILITIES OVERVIEW

- Provide advisement, direction, assessment, and tracking of 400+ student organizations and advisors.
- Oversee the annual registration process for student organizations.
- Manage student organization formation and approval processes.
- Lead the development, implementation, and revision of policies and procedures related to student organizations.
- Design and implement programs and resources to support student organization activities.
- Review and revise the student organization handbook and other applicable resources for student organization leaders and advisors each semester.
- Assist student organization leaders and advisors in maintaining compliance with student organization policies and procedures..
- Provide on-site supervision of designated Student Organization Development and Administration (SODA) events.
- Provide supervision, and professional development support for two (2) Coordinators and a graduate assistant.
- Serve as a Bobcat Organization Hub (Anthology Engage) administrator and provide user training to students and staff.
- Serve as a member of the departmental leadership team in making decisions, developing goals, and strategic direction for the department.
- Develop goals and student learning outcomes for designated programs and services, and the assessment of these goals and outcomes.
- Assist in maintaining, in coordination with the Operations and Assessment unit, comprehensive and up-to-date program and service webpages.
- Support the Student Involvement and Engagement portfolio and Division of Student Success in developing greater visibility for student activities and student organizations.
- Manage budgets for functions and programs under positional leadership and assist in the development of the overall departmental budget.
- Seek additional funding opportunities, including sponsorships, to support campus programs.
- Develop and lead budget management efforts for student organizations, guiding them in financial planning, fundraising strategies, and resource allocation.
- Serve as a member of the University's Expressive Activities Team.
- 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:

\$4,369 - \$4,833.33



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studentinvolvement.txstate.edu

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REQUIRED QUALIFICATIONS

- Bachelor's degree in a related field.
- One (1) or more years post-graduate, full-time experience in Higher Education, Student Affairs, or specific area(s) described in this position description.
- Experience developing, coordinating, and planning campus-wide programming in a higher education/university setting.
- One (1) or more years of experience in advising student leaders and/or student organization in a higher education setting.
- One (1) or more years of experience interpreting university policies and procedures related to college student/university programming.
- One (1) or more years of experience supervising staff (student, graduate, and/or professional) in a higher education setting.
- Experience with student engagement platforms, CRM systems, and other technology used to enhance communication and student organization management.
- Proficiency in using software and technology for program management, data analysis, and communication (e.g. Microsoft Office, presentation software).
- 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.

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

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.

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