

COORDINATOR FOR LEADERSHIP DEVELOPMENT PROGRAMS

POSITION OVERVIEW

The Coordinator for Leadership Development Programs as a member of the Leadership & Service Unit of Student Involvement and Engagement (SI&E), is responsible for developing and implementing leadership development programs that support student involvement, sense of belonging, and student success. The Coordinator, with the Associate Director for Leadership Development & Service, develops comprehensive educational leadership programs and initiatives that enhance student learning and supports skills development and career readiness. The position reports to the Associate Director for Leadership & Service.

JOB RESPONSIBILITIES OVERVIEW

- Develop and implement signature leadership development programs including the Bobcats LEAD program.
- Support all Leadership & Service unit programming initiatives including civic engagement, service, and volunteer programs.
- Manage and facilitate leadership development workshops and requests from students, faculty, and staff.
- Coordinate the annual LBJ Presidential Library and Museum field trip in collaboration with the Associate Director for Leadership & Service.
- Provide on-site supervision of designated events to oversee use of facilities, compliance with policies, hospitality for performer(s), and assistance in problem resolution.
- Support the Student Involvement and Engagement portfolio and Division of Student Success in developing greater visibility for campus activity and community engagement events.
- Advise one cohort of the Texas Leadership Scholars Program (TLSP) and attend associated programs.
- Responsible for the supervision, coaching, and performance management of student staff members.
- Coordinate and execute student staff training for the fall and spring semesters in collaboration with the Coordinator for Community Service & Volunteer Programs.
- 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.
- 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:

\$3,901.01 - \$4,083.33



✉ getinvolved@txstate.edu

☎ 512.245.4428

studentinvolvement.txstate.edu

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REQUIRED QUALIFICATIONS

- Bachelor's degree.
- Demonstrated understanding of theories of leadership development and student development theories.
- Experience facilitating leadership development programs and designing leadership curriculum.
- Experience conducting workshops or training sessions for students and/or faculty and staff.
- Experience in event planning and program management.
- Availability to work evenings and weekends.

PREFERRED QUALIFICATIONS

- Master's or equivalent degree in Higher Education, Student Affairs, or related field.
- Experience supervising student employees and advising students or student organizations in a higher education/university setting.
- Experience facilitating risk management and/or crisis response for events/programs.
- Experience building partnerships and collaborating across departments in a university setting.
- Experience in budget management and assessment practices.
- Demonstrated understanding and experience with community service, service-learning, and civic engagement concepts and programs.

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.

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