Student Engagement Coordinator
College of Biological Sciences Position Description

Job code: Student Services Professional 3 (9764P3)

The College of Biological Sciences is a college of approximately 2,200 undergraduate students pursuing degrees in the life sciences at the University of Minnesota. The college offers eight majors and ten minors to prepare students to solve biological problems facing our world.

CBS Student Services is a team of 19 professional staff members; each contributing to the shared responsibility of advancing the mission and vision of the college. These staff serve students in three functional areas: academic advising, career coaching, and student engagement.

Reporting to the Assistant Director for Student Engagement, the Student Engagement Coordinator plays a key role in executing CBS’ student engagement strategies by developing and executing programming that fosters an inclusive environment for all CBS students and supports them in developing the skills and competencies necessary to be inclusive scientific leaders in their communities.

Principal Duties and Responsibilities

Student Engagement Programming & Support (45%)

- Utilize leadership competencies to develop and execute CBS student engagement programming, leadership development, civic engagement, service-learning, student organizations, and living-learning communities
- Advise CBS student groups on member selection, training, organizational management, program planning and execution, monitoring fiscal procedures, policy compliance, and dealing with conflict
- Develop leadership and teamwork activities that promote student development for CBS student organization leaders
- Lead the CBS Welcome Week committee to plan, organize, and implement the annual College Day program for new first-year students
- Develop and execute identity-based support and programming for students with marginalized and/or underrepresented identities within CBS
- Work closely with CBS academic advisors, student peer mentors, and campus partners to serve as a cultural navigator for students and provide coordinated proactive support for students as needed
Dean’s Scholars Program Coordination (30%)
- Build authentic relationships with students from varied backgrounds, perspectives, and identities, and utilize these relationships to holistically support students in navigating systemic barriers and achieving success
- Instruct up to three Dean’s Scholars courses each year, including BIOL 1301: Introduction to Leadership, BIOL 2301: Critical Service Learning, and BIOL 3303: Peer Leadership Development
- Coordinate course and instructor logistics for 4-8 sections of Dean’s Scholars courses per semester: develop materials for instructors, advise students about registration and course sequencing, manage TA logistics and tracking
- Plan and execute Dean’s Scholars program events including the Fall Welcome Reception, Spring Celebration, First-Year Leadership Summit, and alumni programming
- Conduct Dean’s Scholars program assessment and data analysis to determine effective strategies and outcomes that promote student persistence and retention

Student Staff Supervision (15%)
- Apply knowledge of student development theory to provide developmental supervision and mentorship for 12 peer mentors and one program assistant
- Coordinate an inclusive and equitable recruitment, selection, and hiring process for these positions
- Develop and implement a training program relevant to each student leader position
- Provide ongoing feedback and performance reviews for student employees

Professional Development & Service (10%)
- Commitment to identifying, challenging, and removing barriers to access at the individual, community, and system level
- Engage in professional development and service activities related to leadership education, equity, and student engagement within the University of Minnesota community and beyond
- Participate in Student Services, College, and University-wide committees as requested

Minimum Qualifications
- BA/BS degree in a related field
- Four (4) or more years of related experience
- Demonstrated commitment to leadership development, civic engagement, and applying social and racial equity practices
- Evidence of effective relationship-building, team-building, and oral/written communication skills
- Ability to work well independently and collaboratively
- Ability to effectively communicate across race, class, and culture
- Demonstrated ability to establish and maintain effective working relationships with a wide range of constituencies (students, staff, faculty) in a diverse community
- Excellent organizational skills, attention to detail, the ability to manage simultaneous projects, initiate projects and programs and see them through to completion

Preferred Qualifications
- Master’s degree in college student personnel, higher education and student affairs, counseling, or related field.
- Demonstrated experience applying a racial equity and social justice lens to create an inclusive office environment and practices
- Experience providing developmental, culturally-relevant support to diverse students through one-to-one and group settings
- Familiarity working with student organizations or supervising undergraduate students
- Experience in creating, developing, and facilitating student leadership programs
- Demonstrated workshop/seminar development, facilitation, and teaching experience
- Proven ability to lead meetings with multiple partners and stakeholders

How to Apply
- Application deadline is May 20, 2020.
- Instructions for using the University’s Employment System can be found at the link below: https://humanresources.umn.edu/find-job/using-employment-system
- All components of this search process will be facilitated remotely.
- Starting salary and classification is determined by the candidate’s previous experience, with a focus on experience obtained after conferral of master’s degree. Minimum salary is $43,500 for candidates starting directly after graduate degree.
- For more information about working in CBS Student Services, visit: https://z.umn.edu/workingincbs
- If you have questions, please contact Stefanie Wiesneski (swiesnes@umn.edu).

The University of Minnesota has a wide array of benefits available as a professional and administrative employee, such as:
- University paid contribution (10% of your salary) to your retirement account - vested immediately.
- 22 paid vacation days per year, in addition to sick leave and 11 paid holidays.
- Reduced tuition opportunities covering 75% of eligible tuition.
- Excellent and affordable health care benefits.
- Wellness program with opportunity to earn lower health care rates.
Free disability insurance.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.