



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

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Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Student Engagement Coordinator for
Enrichment Programs**

Center for Student Involvement

Workweek Class: Exempt Rate: \$42,228 - \$60,024/YEAR
Work Schedule: 5/40 hours Monday-Friday
Occasional weekend and evening work required

GENERAL STATEMENT:

As a member of the Center for Student Involvement team, the Student Engagement Coordinator for Enrichment Programs will coordinate and provide oversight of the development of campus program opportunities with an emphasis on enrichment and music & the arts. The Student Engagement Coordinator also provides support to overall department functions and service delivery while collaborating with community, campus, Division of Student Life, and University-Student Union programs, initiatives and committees.

RESPONSIBLE TO:

Assistant Dean of Students for Wellness & Engagement and Associate Director, Center for Student Involvement

QUALIFICATIONS:

- A Bachelor's Degree in a closely related field required, a Master's Degree in higher education, student affairs or related field preferred.
- One (1) year full time or two (2) academic years part-time campus programming experience in a student union or student activities related position, internship or graduate assistantship required. Two (2) years full time preferred.
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff required.
- Creativity, high motivation, organization and coordination abilities required.
- Strong oral and written communication skills required.
- Knowledge of and skill in budgeting, fiscal management and reporting required.
- Public relations and promotion skills required.
- Knowledge of and commitment to the principles of student development required.
- Demonstrated ability to work successfully with students, professionals and administration required.
- Computer experience required.
- Contract negotiation and execution experience preferred.
- Experience in training and development preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Coordinates and implements student enrichment and music & the arts programming centered on campus, division, and student needs and assessment, which may include Welcome Week, Spirit Events, Moonlight Breakfast, TEDxCalStateLA, 323 Night Market, Café Nights, Golden Eagle Nights, Golden Eagle House Blues and Golden Eagle Event Krew.
- Supports and occasionally leads department-wide administrative processes and student engagement programming inclusive of student club and organization recognition, leadership development, fraternity & sorority life, and wellness & service.
- Collaborates and maintains cooperative working relationships with community, campus, division, and University-Student Union partners and committees.
- Supervises, recruits, trains and evaluates student assistants in the planning and implementation of student programs.
- Evaluates and assesses department student engagement and programming efforts.
- Develops brochures, publications, and online tools to help advance student engagement.
- Other duties as assigned.

CLOSING DATE:

Closing Date: Review of applications will begin December 6, 2017 and will continue until the position is filled. A completed application, resume, and cover letter should be emailed to jobopenings@cslanet.calstatela.edu

Click here for link to application:

https://www.calstatelausu.org/usuforms/u-su/fulltime_employment2017.pdf