



**Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220**

**Vacancy Announcement
Graduate Student Engagement Coordinator
Samuel DeWitt School of Theology**

The Graduate Student Engagement Coordinator will be responsible for working with students from orientation to graduation and beyond.

General Description and Responsibilities:

- Assist with advising prospective students on admissions requirements, transfer guidelines, financial aid and scholarship information
- Create and implement orientation sessions for incoming students twice a year
- Assist in planning and executing open houses
- Foster and maintain student engagement through STVU sponsored activities and programs
- Encourage students to engage in University sponsored events and activities
- Update annually the Student Program Manual that provides students convenient access to degree program information.
- Create opportunities for students to provide comments regarding the quality and nature of student services through various means
- Oversee STVU student organizations and activities
- Assist the University Graduation Committee with scheduling and executing graduation activities on behalf of STVU
- Work with senior student committees in planning senior graduation activities.
- Create opportunities for students to be aware of and secure potential job opportunities
- Create and maintain relationships with churches, various associations, conventions, ministers' conferences, and denominational leaders and serve as liaison for placement processes.

- Develop and maintain programs to inspire local congregations to offer students and alumni who are disadvantaged in employment because of their race, ethnicity, gender, and/or disability opportunities for employment and leadership
- Provide internal and external reports relating to student engagement services
- Collaborate with the Director of Alumni Relations in maintaining alumni contacts and distributing related updates of the life and happenings of STVU
- Participates on university committees as needed
- Participates in weekend events and as necessary
- Other duties as assigned by the Dean or Assistant Dean

Qualifications:

- High School diploma required
- Business Administration degree preferred
- At least 3 years of work experience
- Strong organizational and communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Reliable
- Ability to Multitask
- Deadline oriented
- Must be able to work some weekends

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be attached after your application has been submitted online (you will be prompted to do so) or submit your materials to resumes@vuu.edu. Please call (804) 257-5721 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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