



## **Vacancy Announcement Student Leadership & Activities Coordinator**

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

The University seeks to fill the position of Student Activities and Leadership Coordinator. Reporting to the Director of Student Activities and Leadership, the Coordinator will assist with planning, implementation and supervision of student activities. Additionally, the Coordinator will provide critical support in the development and implementation of a wide range of strategic development programs, initiatives and events aimed at ensuring the successful growth of Registered Greek Lettered Organizations and Registered Student Organizations.

### **DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Assist with implementing multifaceted student activities including Black History Month Programs, Panther Leadership Academy, Homecoming, Panther Fest, etc.
- Recruit, select and train students to serve as student ambassadors for Week of Welcome(W.O.W.) for new and returning students
- Serve on standing and ad hoc committees including Open House, registrations, Homecoming, University Sponsored events
- Assist in the supervision of the Office of Student Activities and Leadership staff members
- Assist in maintaining supplies/inventory and materials for the Student Activities staff and student Game Room equipment and recreational materials
- Provide weekly, monthly and annual data reports
- Develop, implement and update all policies regarding Greek Affairs (Hazing, intake process, registration and state laws, etc.)
- Coordinate all registered student organizations and advisors activities?
- Develop and maintain educational workshop series for Greek and non-Greek students focusing on chapter development, community service initiatives and membership recruitment
- Maintain active and current records on membership, conduct, retention and scholastic achievement of all Greek Lettered organizations
- Advise Fraternity and Sorority Governing Councils
- Perform other related duties as assigned

Required Hours: This is a full-time position that may require some evening and weekend hours.

**Salary:** Commensurate with experience.

**QUALIFICATIONS:**

The successful candidate will demonstrate through a complete and detailed application:

- Bachelor's degree in FIELD or any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities necessary for satisfactory performance.
- Experience with coordinating undergraduate student related activities
- Knowledge of: college student activity programs; community and volunteer resources; human and public relations; instructor/advisor relationships; community organizations; record keeping and record management; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; office management techniques; public and human relations techniques; marketing and promotion of campus programs; basic principles of bookkeeping and inventory control.
- Ability to: learn and apply college policies and procedures, pertinent federal, state, and local student activity program regulations, guidelines, laws, policies and legislation governing student groups and activities; understand and independently carry out both oral and written instructions; communicate effectively with internal and external stakeholders; perform clerical tasks and operate standard office equipment, plan orientation and training activities; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office machines and equipment; use word processing and spreadsheet software proficiently and accurately to fulfill requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a college campus.

**Salary:** Commensurate with experience; anticipated hiring range is \$36,000 - \$38,000

**APPLICATIONS DEADLINE:**

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 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 without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

*Posted: 09/04/2018*

