## UNIVERSITY OF RHODE ISLAND
### Position Description

**TITLE:**        Coordinator, Organization Advising and Systems Management

**DIVISION:**    Student Affairs (Memorial Union)

**REPORTS TO:**  Assistant Director, Student Involvement & Experiential Education

**GRADE:**       11

**SUPERVISES:**  Graduate and Undergraduate Student Workers, Support Staff

**BASIC FUNCTION:**

Provide advising and support to student organizations. Assist and coordinate programs for the Office of Student Involvement. Program and maintain system management technology and communications system. Support operations of software in relation to student organization needs, including Student Senate, Inc., and others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintain up-to-date knowledge of software system and associated systems for student organizations to manage their organizational operations.

Assist in the design and deployment of software modules in use by Student Senate, Inc. in support of internal operations, student club and organizations operations, and affiliated offices.

Coordinate and facilitate department programs including opening week (RhodyFest), monthly programs, student organization fairs, Rainville Leadership Awards, and other University programs the department participates in.

Work in conjunction with the Student Event Advising Office to assist student organizations in the planning and development of their programs and events on campus.

Work with and assist designated staff member to coordinate the monthly Rhody Adventures trips/programs.

Assist with the Student Involvement staff the development and coordination of a late-night programming series.

Be proficient in all social media/marketing platforms to promote student and department events for marketing purposes.

Develop and provide trainings for student organizations in cooperation with other University offices in the use of the software.

Directly advise certain components/committees of Student Senate, Inc.

Work with student groups and campus collaborators (administrative units, academic departments, university centers, and others) to advance learning objectives related to diversity, equity, and inclusion efforts of the University.

Coordinate and maintain relationships with other campus offices to enable students to benefit from their services.

Hire, train and supervise student staff in the on-going operation of software in support of Student Senate, Inc., student clubs and organizations, and affiliated offices.

**OTHER DUTIES AND RESPONSIBILITIES:**

Conduct assessment, program evaluation and research in the areas related to the implementation and operations of software system to measure identified learning outcomes for student organizations.

Maintain relevant data regarding student involvement and engagement needs and outcomes.

Create formal evaluation systems to measure feedback from students and student clubs and organizations related to student involvement and engagement endeavors and use this data to improve programs and services for students on campus.

Update materials (digital and hard copy) in relation to the use and implementation of software system.

Assist in the planning, organization, and implementation of the trainings for student organization leaders in the use of software system.

Work flexible work schedule, non-standard work hours, as necessary.

Perform other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Software system (Anthology ENGAGE or equivalent) related to support of students, student clubs and organizations, and assessment. Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. This position may require lifting, carrying, pushing, or pulling light objects (10 pounds.) This position requires standing or sitting for extended periods of time.

**QUALIFICATIONS:**

<u>REQUIRED:</u> Master's degree in Higher Education, College Student Personnel, or related field; Minimum of two years' experience in student affairs/higher education; Demonstrated management and leadership experience in a higher education environment; Demonstrated experience in software operation and management (i.e., Anthology ENGAGE or equivalent); Demonstrated experience with student organization advisement; Demonstrated experience training  student leaders and/or student organizations; Demonstrated experience and dedication to integrating issues of inclusion, equity and social justice in your work; Demonstrated ability to work with diverse groups/population; Demonstrated ability to adapt to emerging technologies, new procedures, and solve problems; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated short- and long-term planning experience; and, Demonstrated organizational skills and attention to detail.


**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES**