

Job Code:.....100444-Rev'd  
Position#: (PSA) (E)....  
Developed by:.....BH  
Reviewed by:.....SG  
Approved by:.....  
Date:11/96;5/02;11/05/4/09;  
4/12

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, Student Leadership Programs  
**DIVISION:** Student Affairs  
**REPORTS TO:** Assistant Director, Student Leadership Development Programs  
**GRADE:** 11  
**SUPERVISES:** Student interns

**BASIC FUNCTION:**

Assist in fulfilling the educational mission and goals of the Center for Student Leadership Development. Coordinate programs and advise students with regard to leadership issues and all aspects of co-curricular and experiential involvement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist in all aspects of implementing the University's leadership programs and services.

Assist in creating an atmosphere for personal and academic growth for the student population.

Encourage and assist students in getting involved in campus life and offer support services.

Serve as a resource person for the campus and advisors in regard to leadership development.

Develop training programs for individual students and student groups related to outdoor leadership & experiential learning.

Develop and conduct a series of leadership workshops and training programs to address campus needs in leadership issues, specifically those related to outdoor education and leadership development.

Conduct assessment and research to explore the needs of students in regard to leadership and the effects of leadership experiences on students' development, as well as organizational effectiveness.

Initiate and coordinate new programs and strategies to address leadership issues for students.

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Supervise, manage, schedule, market, facilitate, and maintain the North Woods Challenge Course site as well as off-site ropes courses and outdoor adventure programs as scheduled.

Assist in supervising and training staff, graduate students, and undergraduates, in standard and local safety operating procedures, technical skills, risk management, and programming basics for both high and low challenge course venues at the North Woods Challenge Course.

Develop, market, coordinate, and facilitate workshops, retreats, conference presentations, and similarly themed outdoor adventure-based programs in conjunction with Recreational Services.

Serve on the Leadership Advisory Committee.

Assist in developing, teaching, and assessing leadership courses.

**OTHER DUTIES AND RESPONSIBILITIES:**

Directly advise certain assigned student organizations and outdoor/experiential leadership programs. (Assignments will be reviewed annually and may be revised).

Respond to student needs and requests for support by providing programs, services, and advocacy for student issues.

Advise student groups and organizations in a manner that demonstrates support and advocacy for student issues.

Work to create and maintain partnerships which bring departments into the development of programs and services which address leadership issues, particularly with campus Athletics and Recreational Services.

Create and support interventions which promote service learning and student community service opportunities.

Provide staff support for University and departmental programs.

Serve on departmental, Student Affairs, and University-wide committees.

Perform additional duties as requested.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software; ropes course equipment, technical skills, and management experience; climb up to 50 feet and lift up to 50 pounds.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. Outdoor work, with exposure to work at height, however, is a requirement.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in higher education, outdoor leadership, sports recreation, college student personnel or related field; Minimum of one year of professional experience in college student affairs/higher education (may include relevant graduate degree work); Demonstrated experience in leadership development or training, or related field; Demonstrated outdoor facilitation experience, including relevant outdoor technical skills (minimally, belaying and standard operating procedures for set up and safety of challenge course elements); Demonstrated experience with high and low challenge course equipment; Demonstrated ability to climb 50 feet and lift 50 pounds; Demonstrated extensive experience working with demographically diverse and traditionally underrepresented and oppressed groups (i.e., race, culture, gender, and sexual orientation); demonstrated strong interpersonal and verbal communication skills; and, Demonstrated proficiency in written communication skills.

**PREFERRED:** Demonstrated classroom teaching experience or teaching assistance in a leadership area; Demonstrated leadership training experience; Demonstrated athletic or campus recreation experience; Demonstrated multicultural leadership development experience; Demonstrated marketing or fundraising experience; Demonstrated evidence of CPR, WFA and/or WFR training; and; Certification for challenge course technical skills and rescue procedures.

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