The George Washington University Center for Student Engagement’s Student Involvement team is seeking a program coordinator for student engagement. The program coordinator works to facilitate the development and growth of GW student organizations, and their leaders and members, with a focus on training, advising, and assessment. The ideal candidate will excel at learning outcomes-based program and curriculum development, assessment, advising, and cultivating productive relationships with students and campus partners from diverse backgrounds. Apply at https://www.gwu.jobs/hr/postings/52748. Responsibilities and job duties include:

**Student Organization Training & Development:**

- **Oversee** the Excellence in Leadership Seminar student organization training program, which serves as GW’s primary vehicle for offering essential training and leadership development to student organization leaders and members. The program offers 170 sessions over the course of the academic year, covering approximately 60 distinct topics developed around CSE’s pillars of leadership.
  - Develop vibrant and engaging curriculum for CSE-led training sessions
  - Coordinate with and support campus partners to develop and schedule training sessions.
  - Manage all attendance tracking, post-session assessment, and accountability related to program completion requirements.
- **Maintain a library** of written guides to student organization-related policies and processes.
- **Lead the development and implementation** of online training for student organizations.
- **Oversee** the New Organization Committee and processes and policies related to the formation of new student organizations. Providing advising support to new student organizations.
- **Lead regular and annual assessment** of student organization training and resources, as well as contribute to broader departmental assessment efforts as needed.
- **Serve as a key member of the change management team** as CSE transitions from OrgSync to a new campus engagement software platform.

**Student Organization Advising:**

- Support student organizations in managing logistics, and understanding university policies and procedures
- Cultivate meaningful and productive relationships with student organization leaders and members by initiating critical conversations, having a visible presence, and maintaining regular communication with organization leaders
- Provide a level of challenge and support that contributes to the organization’s growth as well as the development of its leaders and members
- Utilize OrgSync to support student organizations
- Directly advise and support a diverse portfolio of approximately 20 student organizations in line with the CSE’s student organization advising expectations.
- Contribute to the training and support of more than 40 student organization staff advisors.

**Budgetary Oversight and Management**

- Manage all expenditures related to assigned University Purchase-Card
- Manage event-specific budgets
- Support student organizations in the effective management of funds

**Member of Student Involvement and Greek Life Team**

- Serve as a member of the Center for Student Engagement’s Student Involvement team, which is responsible for student involvement, fraternity and sorority life, and signature campus programming. The team oversees the management of more than 475 student organizations currently active on GW’s campus and executes hallmark
Center for Student Engagement

programming including Welcome Week, Engage GW, Midnight Breakfast, and The Excellence in Student Life Awards.

- Collaborate and contribute within team, within CSE, and with partners across campus to assist students, promote involvement, and provide student services