Program Coordinator, Student Involvement

The George Washington University’s Center for Student Engagement’s Student Involvement and Greek Life team is seeking a program coordinator for student involvement. The program coordinator works with student organizations and large-scale campus programming. The staff member manages all communications for the Student Involvement and Greek Life team, including electronic newsletters, social media, and marketing for initiatives, resources, and events. Responsibilities and job duties include:

**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 between 30-40 student organizations in line with the CSE’s student organization advising expectations.

**Marketing and Communications**

- Manage all communications for student involvement-related activities and initiatives, including a regular student organization newsletter utilizing Publicaster What Counts and consistent communications via OrgSync
- Coordinate marketing of resources, programming, and initiatives

**Event Planning**

- Lead planning, promotion, and execution of large-scale, signature campus programming, including Welcome Week, Midnight Breakfast, The Excellence in Student Life Awards, student leader recognition initiatives, and more.
- Coordinate collaboration across multiple offices and departments on events
- Assess and evaluate events in order to drive continued improvement and evolution of departmental programming

**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 and Greek Life team, which is responsible for student involvement, Greek Life, and signature campus programming. The team oversees the management of than 450 student organizations currently active on GW’s campus and executes hallmark programming including Welcome Week, Engage GW, Midnight Breakfast, and The Excellence in Student Life Awards.
- 8 person team: 1 director of student involvement and Greek life, 1 assistant director of student involvement, 2 program coordinators for student involvement (currently hiring a third), 2 area coordinators for Greek life, 2 undergraduate student coordinators
- Collaborate and contribute within team, within CSE, and with partners across campus to assist students, promote involvement, and provide student services