
Coordinator Position Description – Office of Student Development & Transitional Programs

Location: Office of Student Development and Transitional Programs (SDTP)

Pay Range: \$15.50/hr

Schedule: 20 hr/week during FALL 2022 & Spring 2023 Semester

Classification: Student Coordinator – Commencement

Schedules will be determined with a supervisor to ensure coverage within the office at all times as well as accommodations for class schedules. 20 hours/week MAX scheduled during academic semester. Up to 40 hours/week may be scheduled during summer, winter, and/or break periods based on need and availability.

JOB DESCRIPTION

In support of student involvement programs and events including New Student Orientation, Commencement, and Welcome All Matadors, the Student Coordinator will oversee personnel (Orientation Leaders) within NSO via recruitment, training, and developing leaders to become successful in the program. Furthermore, the Student Coordinator will be planning, coordinating, and executing SDTP programs & events.

Job duties may include the following:

Planning Commencement and Signature Event programs:

- Act as a liaison to campus departments, volunteers, and student organizations to assist in coordinating Commencement and Signature Event programs.
- Maintain internal budgets and cost of events by obtaining cost estimates (*e.g., room rental, food & beverages, equipment, speaker fees, travel, registration fees, etc.*) and create a budget
- Communicating with marketing team to create effective advertisements for each event.
- Create and execute Commencement trainings, workshops, and lesson plans based on office mission and student learning outcomes.
- Execute event logistics by creating minute-by-minute agendas, site maps, rosters and additional supplemental materials.
- Supports the Commencement Ticketing coordinator by drafting graduate email templates, manages commencement email correspondence and assists with name card distribution/execution.

Managing the NSO Team:

- Maintain correspondence and communication with NSO team and SDTP staff
- Maintain accurate and detailed rosters and data including the Master Roster, team rosters, training attendance sheets, etc.
- Assist with recruitment and selection of a diverse group of student volunteers (150+ members) that aim to reflect the student population
- Become a reliable resource for Orientation Leaders, campus partners, and volunteers.
- Effectively and efficiently work with leaders to adhere to any NSO team issues

Office Duties / Interpersonal Skills:

- Work successfully in a multi-faceted and diverse team environment
- Prepare team agendas, reports, internal, and external supplemental documents

- Provide customer service support to students, graduates, parents, and CSUN community
- Attend all training sessions, events, and programs by arriving on time prepared to work
- Utilize strong communication skills both verbal and written for supplemental reports, presentations, and more •
- Adherence to University rules and regulations
- Proficiency in both Microsoft and Apple software for documents, presentations, and organizational needs

QUALIFICATIONS

Education

- Minimum cumulative GPA of 2.5 or higher
- Currently enrolled CSUN student through at least December 2023

Knowledge and Desired Skills

- Knowledge of practices, procedures, and activities of large scale event programming
- Volunteer recruitment and retention techniques
- Knowledge of group process training and development practices
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Ability to express ideas clearly both verbally and written
- Ability to establish professional relationships with students, faculty, staff, administrators, and general public •
- Ability to act as a role model for students
- Ability to analyze and use critical thinking skills with discretion in judgment and decision making
- Ability to support the process within the office and University

DATES

Below are the various dates that have been scheduled for next year's NSO Leadership team. Typically, Student Coordinators are expected to be available for these dates or have cleared their absences at the beginning of the year. Additional dates/times for programs will be confirmed at upcoming team meetings but are subject to change at any programmatic need.

Required Training Sessions for 2022/2023

- SDTP Training & Retreat- **Thursday, January 6, 2023 & Friday, January 7, 2023 (8am to 5pm) TENTATIVE**
- SDTP Team Meetings- **Tuesdays starting January 25, 2023 (9am to 10am) TENTATIVE**
- Orientation Leadership Retreat- **Thursday, May 30 - Saturday, June 1, 2023 TENTATIVE**
- Commencement/Honors Convocation Committee Meetings – **second Tuesday of every month (11:00am-12:30pm)**
- Orientation Committee Meetings- **third Thursday of every month (9am to 10am)**
- Mock Orientation- **Thursday, July 28, 2022 (all day 8am to 8pm)**

Commencement 2023

Student Coordinators are expected to work all of the Commencement Ceremonies as quadrant leaders. Commencement Ceremonies begin May 19 and end May 25.

- Gradfest – **May 13th-17th** (Tentative)
- Honors Convocation- **May 13th, 2023**
- Commencement- **May 19, 2023 (4pm-9pm)**
- Commencement- **May 20, 2023 (6am-11am and 4pm-9pm)**
- Commencement- **May 21, 2023 (6am-11am and 4pm-9pm)**
- Commencement- **May 22, 2023 (6am-11am and 4pm-9pm)**

Welcome All Matadors (WAM!) Events 2022

Student Coordinators are required to work WAM events:

- President's Picnic- Traditionally **1st Thursday of Fall semester** (*times tentative*)
- New Student Convocation- Traditionally **2nd or 3rd Thursday of Fall semester** (*times tentative*)

New Student Orientation 2022

Student Coordinators are required to be available to work **ALL** New Student Orientation dates:

- First Time Freshmen, Transfer and International students' orientation typically take place Monday through Friday in August 2022. Student Coordinators are expected to work 40 hours a week during the month of August to be present at all orientations during Summer 2022.

HOW TO APPLY

Due Date: Friday, June 17th by 11:59 PM

Must Include: Upon completing the online application at: <https://www.csun.edu/nso/student-coordinatorapplication> then please email your resume and cover letter to Sabrina Aguilar at sabrina.aguilar@csun.edu. Please include the best number to contact you if there should be any scheduling conflicts.

Interview timeline: Interviews will be scheduled on **Tuesday, June 21, and Wednesday, June 22, 2022**. We will confirm your interview time via email and if there are any conflicts with an in-person interview at CSUN, then please contact Rose.

Contact: Please email your resume and cover letter to be considered for an interview directly to **Sabrina Aguilar** at sabrina.aguilar@csun.edu by Friday, June 17 by 11:59 PM