POSITION DESCRIPTION

COORDINATOR for LEADERSHIP TRAINING & DEVELOPMENT
(COORDINATOR 9354)
Orientation & First-Year Programs
University of Minnesota – Twin Cities

PROGRAM DESCRIPTION:
As a department with the Office of Undergraduate Education at the University of Minnesota, the mission of Orientation & First-Year Programs (OFYP) is to provide quality transitional experiences, in collaboration with other University departments, which maximize students’ potential for personal and academic success and assist them in adjusting to the challenges presented by collegiate life.

POSITION DESCRIPTION:
The Coordinator for Leadership Training & Development Coordinator includes the development, planning and implementation of the student leadership training programs for 28 Orientation Leaders, 10 Transfer Student Ambassadors, 10 Event staff, and 400+ student volunteer Welcome Week Leaders. OFYP programs serve several populations including: freshman students, transfer students, and parents/families. This position has a dual report to the Associate Directors for Orientation and Welcome Week/First-Year Programs.

QUALIFICATIONS:
Essential Qualifications:
• A Masters degree in Higher Education, College Student Personnel, or other related areas.
• Two years previous experience in a higher education environment, orientation programming, leadership development and training, or experience in other related areas.
• Must have general understanding of student development and student transition issues.
• Demonstrates the ability to communicate effectively both orally and written.
• Commitment to diversity and inclusive excellence.
• Position requires some work on evenings and weekends.
• Employment is contingent upon completion of background verification with satisfactory results as required by law and University policy.

Preferred Qualifications:
• Previous experience developing training and facilitating leadership development workshops.
• Ability to work and communicate across organizational programs and priorities.
• Ability to make data-driven decisions regarding programmatic efforts.
• Previous supervisory experience of staff (student or professional).
• Group facilitation and training skills.
• Flexibility and adaptable to change.
• Collaborative and diplomatic relationship style; promotes respect and practice of civility and inclusivity in the workplace.

DUTIES & RESPONSIBILITIES:

1) Provide strategic vision for leadership training and development areas: (80%)
Develop and implement all aspects of the OFYP student leadership model. The leadership model consists of four Student Program Coordinators, 28 Orientation Leaders, two Parent Orientation Coordinators, 10 Transfer Student Ambassadors, 10 event staff, and 400+ Welcome Week leaders.
• Develop a strategic plan for the development and coordination and facilitation of an extensive student leadership and training program.
• Work with Associate Directors to create, develop and implement training tools, presenters, and processes for all training. Topics include: social change model and theories, value and identity training, diversity, student transitions, University resources, and team development.
• Oversee the management of daily operations of training implementation including room reservations, technical needs, Moodle, food, etc.
• Collaborate with the Orientation and Welcome program teams to determine and implement logistics, schedules, materials and specific training components for each program.
• Work with the OFYP orientation and welcome week areas to collaborate on program logistics and training staff support needs.
• Have general understanding of specific populations and how to address their transitional needs through orientation and first-year programming.
• Create and manage all work schedules for student leader staff.
• Supervise student leader positions outlined above throughout the year. Will have the ability to hire and fire as needed.
• Provide on-site support and supervision for staff during programs, trouble-shooting issues and conflicts.
• Assist in the advisement of the student coordinators in hiring, training, program development and evaluation for all student leader staff.
• Develops and maintains liaisons with other University staff and students as needed to further the program's goals.

2) Creating a framework for leadership: (15%)
• Develop and implement training content for all programs.
• Review, edit and update all position descriptions.
• Manage student contracts including volunteer agreement.
• Reviewing OL course assignments providing feedback.
• Monitoring the budget for the training program.
• Evaluation and assessment of the student leadership training program utilizing the student learning and development outcomes.
• Conducting individual meetings with student leaders.
• Provide additional coordination as needed for all orientation and welcome week programs.
• Assist other OFYP staff with the selection and transitioning of new student office staff.
• Serve as a liaison with other University departments who implement peer leadership programs developing and enhancing training resources.

3) Assessment and evaluation: (5%)
• Develop and articulate training and development goals and outcomes.
• Continue the research with the Student Development outcomes for leadership positions.
• Develop student staff evaluation tools as needed to demonstrate impact.
• Sharing results from program assessment with University community.

4) Orientation, transition and retention trends and issues:
• Expectation is to stay current on trends and issues in the field.
• Attend trainings, and national conferences to learn best practices from others.
• Publish and present findings and best practices.

5) Provide support and assistance to any and all OFYP functions and programs as needed. Other duties as assigned to be determined.

TIMELINE:
Review of applications will begin November 15, 2013 and will continue until the position is filled. Apply online at http://employment.umn.edu

APPLICATION INSTRUCTIONS:
Submit (1) cover letter specifically addressing your interest in and qualifications for this position, (2) a resume, and (3) a list of three or more references, including phone numbers and other contact information. Application letters should be address to Nicole Grosz, Orientation & First-Year Programs, 300 Washington Ave SE, 315 Coffman Union, Minneapolis, MN 55455 or 612-624-4486.

APPOINTMENT & COMPENSATION:
This position has the Academic Professional and Administrative (P&A) classification, is 100% time, 12-month annually renewable appointment. This position is considered a strategic, mid-level position. Salary is commensurate with experience and includes a substantial benefits package.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.