## Lead Coordinator for Allyship Initiatives & Center for Leadership

### POSITION INFORMATION

- **Type of Action Requested:** New (Create a new Position Description)
- **Internal Team:** SL-Student Affairs-140000
- **Job Code/Employee Classification:**
  - Job Code: 3084
  - Classification Title: Student Service Professional III
- **MPP Job Code:**
  - Position Number: SSP III
  - Position no: SL-00009234
- **CSU Working Title:** Lead Coordinator for Allyship Initiatives & Center for Leadership
- **Salary Range/Grade:**
  - Minimum: $4,691.00
  - Maximum: $6,683.00
- **Reports To:** Director, Leadership & Service
- **Campus:** San Luis Obispo
- **Division:** Student Affairs
- **College/Program:** Dean of Students
- **Department:** DOS-Ctr for Leadership - 142300
- **FLSA Status:** Exempt

### SENSITIVE POSITION

- **Sensitive Position:**
  - Yes
  - No
Job Summary/Basic Function:

The Cal Poly Dean of Students Office creates opportunities which increase access, allow for exploration of advocacy and privilege, and promote a welcoming campus climate. We foster individual strengths, self-exploration, community building, and collaboration; encourage personal and academic success through self-advocacy, leadership, and accountability; and, equip the Cal Poly community with tools to become lifelong learners and global citizens.

The Cal Poly Leadership & Service area consists of the Center for Leadership, the Center for Service in Action, Clubs & Organizations, and Fraternity and Sorority Life, which supports the development of student leadership and service on campus and in the surrounding community. Their events and services encourage leadership skill development, leadership competency, assumption of leadership and service roles, and the continuation of service to one’s community after graduation.

Under the general direction of the Director for Leadership & Service, the lead coordinator assumes responsibility for the ongoing development and daily operations of the Center for Leadership, develops and implements training curriculum and initiatives for leadership and cultural development of Cal Poly students, and collaborates with and supports the other programs of the Dean of Students and Student Affairs. The lead coordinator is expected to recommend and execute policies and procedures related to the delivery of programs and services provided by the Center for Leadership to students, faculty and staff within the campus community. The lead coordinator suggests program priorities, assists in moving toward achieving program goals, and conducts assessment to evaluate program effectiveness. The lead coordinator actively represents the unit to the campus; collaborates with faculty and staff to establish meaningful campus and community involvement in building a strong and viable leadership program, and supports students and the campus in providing an inclusive and accepting campus environment, with a specific focus on building allyship skills and cultural self-awareness for majority student populations. The lead coordinator may represent the unit to the public and off campus organizations, as appropriate. The lead coordinator performs professional work involving sound judgment, consultation with supervisors and fellow coordinators, and excellent communication skills.

Minimum Qualifications:

Bachelor’s degree and five (5) years of professional experience in one of the student services program areas or in a related field; OR a Master’s degree and four (4) year of experience.

Required Qualifications:

General knowledge of the principles, practices and trends of the field of student affairs and student development.

Knowledge of, and ability to put into practice, student leadership theory, especially the Social Change Model of Leadership Development.

Ability to utilize a pedagogical approach of teaching that incorporates critical perspectives and values diverse learning styles.

Ability to learn and apply effective personnel management practices and supervisory skills, including motivation, training, professional development, and conflict resolution, with the demonstrated ability to effectively model appropriate professional behavior.

Ability to create programs for students that are inclusive and socially just.

Ability to facilitate large and small group meetings, discussions, and workshops on sensitive topics relating to leadership and allyship.

Ability to serve as a role model for students, demonstrating appropriate professional behavior, leadership techniques and decision making skills.

General knowledge of the methods and problems of organizational and program management as well as research and interview techniques.

Ability to use initiative and resourcefulness in planning work assignments and implementing long-range program improvements.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures. Ability to understand, and interpret University policies for others.

Working knowledge of student services programs outside the program to which immediately assigned.

Demonstrated customer service experience requiring a very high level of diplomacy and professionalism. Ability to represent the university and its interests in a professional and conscientious manner. Ability to collaborate with a wide variety of campus departments, colleges, and the San Luis Obispo community at large.

Ability to analyze complex situations accurately and adopt effective courses of action, including in
situations for which there are no policies or precedents.

Ability to advise students, individually and in groups on complex student related matters.

Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.

Demonstrated ability to maintain high quality/standards of work, leadership, ethics, commitment, and professional responsibility and judgment.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

Thorough knowledge of English grammar, spelling and punctuation.

Demonstrated ability to maintain a high degree of confidentiality.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Ability to take initiative, anticipate problems and recommend solutions in a timely manner. Ability to provide solutions that are imaginative, thorough, and practical.

Ability to plan and evaluate events and activities.

Ability to lead college student groups through the decision making process.

Ability to collect, compile, analyze and evaluate data and communicate trends to a variety of constituents. Experience identifying areas of improvement based on evidence.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

Preferred Qualifications:

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Experience working at a university or community college.

Working knowledge of student leadership development theory and practices.

Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be available to work evenings and weekends, including events, overnight retreats, weekend workshops, and professional conferences.

Must be able to work additional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Mandated Reporter:*

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:

Yes  No

Conflict of Interest:*

None
### Supervises Employees:

- [ ] Yes
- [ ] No

### Job Duties

#### JOB DUTIES

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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<td>90</td>
<td><strong>Duties / Responsibilities</strong></td>
<td><strong>Essential</strong></td>
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<td>Observe national standards of ethical and best practices in the fields of Student Affairs and student development, and implement as appropriate within Cal Poly programs.</td>
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<td>Develop partnerships with the academic colleges, campus programs, and the San Luis Obispo community to provide leadership opportunities and skill development to Cal Poly students.</td>
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<td>Assists in the evaluation and retention of professional staff. Establish work schedules and provide back up support to staff as needed. Coordinate the administrative responsibilities of programs.</td>
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<td>Develop training curriculum and initiatives for leadership and cultural development of Cal Poly students; facilitate training and evaluate outcomes.</td>
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<td>Develop, facilitate, and evaluate diversity, inclusion, social justice, and capacity building efforts for Cal Poly students.</td>
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<td>Collaborate with faculty and staff to establish meaningful campus and community involvement in building student development and leadership competency, service learning opportunities, and support students and the campus in providing an inclusive and accepting campus environment.</td>
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<td>Recommend and apply sound fiscal management skills to support center for leadership programs budgetary allocations and expenditures. Provide monthly budget reports to the Director.</td>
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<td>Recruit, evaluate, and train undergraduate and graduate student staff. Establish work schedules and provide back up support to staff as needed.</td>
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<td>Represent the Center for Leadership programs to the public, media and off-campus organizations.</td>
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<td>Recommend and execute related policies and procedures related to the Center. Collaborate with students, faculty and staff to develop solutions and service improvements.</td>
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<td>Determine program priorities, lead students and staff in developing plans, assist in moving toward achieving program goals, and conduct assessments to evaluate program effectiveness.</td>
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<td>Uses a high degree of judgment, persuasiveness, creativity, professional skills, and knowledge of the student affairs and student development fields in the coordination of the Center for Leadership.</td>
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<td>Performs considerable administrative planning to develop creative solutions, which integrate approaches across organizational lines. Responsible for recognizing program needs and for developing approaches for possible implementation to meet those needs.</td>
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<td>Makes decisions in individual cases to resolve problems where guidelines and precedents do not exist.</td>
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<td>Develop, capture, and use metrics, standards, and service levels to evaluate department operations, establish trends, and recommend changes.</td>
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Perform other job-related duties and special projects as assigned .
Serve on division and university wide committees as needed.
Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

SELECTION CRITERIA

SL - Values diversity
Demonstrates skill in engaging with multiple groups to identify and solve issues and ensure mutual benefit

POSTING DETAILS

Advertising Summary:
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Advertisement text:*
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Key Qualifications

- General knowledge of the principles, practices and trends of the field of student affairs and student development.
- Knowledge of, and ability to put into practice, student leadership theory, especially the Social Change Model of Leadership Development.
- Ability to utilize a pedagogical approach of teaching that incorporates critical perspectives and values diverse learning styles.
- Ability to learn and apply effective personnel management practices and supervisory skills, including motivation, training, professional development, and conflict resolution, with the demonstrated ability to effectively model appropriate professional behavior.
- Ability to create programs for students that are inclusive and socially just.

Education and Experience

EDUCATION AND EXPERIENCE: Bachelor’s degree and five years of professional experience in one of the student services program areas or in a related field; OR a Master's degree and four years of experience.

Salary:

Anticipated Hiring Range: $56,400 - $66,000 per year

Classification Range: $56,292 - $80,196 Per Year

Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees’ Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly’s values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly’s commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.

Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.

Cal Poly, San Luis Obispo is not a sponsoring agency for staff positions (i.e. H-1B visas).