



**SAN FRANCISCO  
STATE UNIVERSITY**

OFFICE OF HUMAN RESOURCES  
**Position Description**

GENERAL INFORMATION			
Employee Name: Click or tap here to enter text.		EMPL ID: ---	
Working Title: Student Engagement & Leadership Programs Coordinator		FLSA: <b>Exempt</b>	
Classification: <b>Student Services Professional III</b>		Job Code/Range: --3084-- / N/A	
Dept ID: -----4040-	Department: <b>Career &amp; Leadership Development</b>		Time Base: ---1.0
Employee Status:	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Probationary <input type="checkbox"/> Permanent		Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Temporary Reassignment:	Effective Date: ---	End Date: ---	Effective PD Date: <b>11/2/23</b>

### POSITION SUMMARY

The Student Engagement & Leadership Programs Coordinator supports undergraduate student retention and graduate student enrollment initiatives within the Division of Graduate Studies & Career Development. Reporting to the Director of Career & Leadership Development, they provide academic and career planning for students at all levels, manage key leadership development programs, and graduate school application workshops. They represent GSCD and SF State University through presentations, webinars, and tabling events, engage with students and campus partners. They conduct outreach activities to promote The Hub student services center, utilizing technology and tools for effective communication and marketing. The coordinator maintains their knowledge of best practices in student development and advising, with a focus on enhancing the student experience in academic and career development.

### ESSENTIAL JOB FUNCTIONS

#### 35% Career & Leadership Development Programs

This position oversees and manages career and leadership programming for the office which includes, but is not limited to the President's Leadership Fellows Program (PLFP) for junior, senior, and graduate-level students and the Gator Leadership Circle (GLC) Program aimed at first-year and second-year students, providing leadership development and career preparation workshops.

- The incumbent is responsible for organizing a series of workshops focusing on career, leadership and professional skills which includes, but is not limited to resume writing, interview skills, leadership principles, communication skills and other relevant topics to help students prepare for their future careers.
- The Coordinator's role involves guiding students through self-exploration exercises, interactive workshops focused career readiness competencies, and a cohort-based learning model.
- Develops tutorials of digital career platforms including Handshake, Big Interview, and VMOCK and integrates platform usage in leadership development programs.

- Collaborates with consultants, faculty, staff, chairs, and students to improve leadership development offerings within the Career & Leadership Development office.
- Assists in the development of academic-related career programs and career modules within academic classes.
- Develop and facilitate career and leadership development presentations and workshops, covering topics such as resume building, interviewing skills, job search strategies, LinkedIn usage, and more.
- Advance student participation in their overall understanding and knowledge of leadership and the role it plays in improving self-efficacy when making career decisions.
- Create career services and counseling approaches founded on student learning outcomes, with particular consideration for underrepresented students, non-traditional students, and returning students.

### **25 % Graduate Studies Outreach & Application workshops**

- Coordinate the Division's outreach to undergraduate and prospective graduate students; organize and conduct workshops and recruitment activities to promote graduate school opportunities, career services, and leadership development opportunities.
- Represent the Division of Graduate Studies and SF State University at various events aimed to increase the number of quality applications to SF State's graduate programs.
- Deliver presentations, webinars, and participate in tabling events on and off-campus; collaborate with campus partners to provide comprehensive prospective graduate study advising and services.
- Prepare and facilitate workshops for prospective undergraduate and graduate students; provide guidance on application procedures and deadlines related to graduate school, internship opportunities, and career and professional development opportunities.
- Develop and nurture collaborative relationships with the campus community, including administrators, faculty, staff, and students.
- Cultivate relationships with campus partners to effectively leverage other student services on campus; and initiate student referrals to appropriate student support services when necessary, such as the Disability Program Resource Center, Student Health Services, Counseling and Psychological Services, Queer & Trans Resource Center, and Veterans Services.

### **20% Promote graduate school, career and leadership development opportunities**

- The incumbent is responsible for developing and implementing outreach strategies to promote and enhance utilization of the Graduate Advising and Career Services Center.
- Utilizes multiple communications platforms (EMP CRM, Handshake, PeopleSoft, etc.) to increase engagement with the center's services; Leverage communications platforms to increase student engagement in leadership development and graduate study workshops.
- Promotes and encourages the use of The Hub and its services to various stakeholders, including

current and prospective students, faculty, staff, and alumni.

- Develop a comprehensive communications program to increase awareness and utilization of the center.
- Collaborates with supervisors to plan, promote, advertise, and market major campus-wide leadership development, career, and department events.
- Identify and cultivate relationships with on-campus partners to enhance engagement with the division's offerings.
- Work with leadership to devise marketing strategies for other areas, such as career fairs and class/organization presentations.

**15% Relevant event planning, coordination, and logistics**

- Coordinate logistical arrangements for the President’s Leadership Fellows Program (PLFP), Gator Leadership Circle (GLC) Program, Graduate School Application workshops, and other programming as needed.
- Provide accurate and timely information for these events to students and faculty via various communication channels, including phone, email, messaging, social media, chat sessions, and a CRM.
- Promote and actively participate in major campus-wide career events, such as Career & Internships Fairs, and Grad School Fairs.

**5% - Other duties as assigned**

**MINIMUM QUALIFICATIONS**

**Knowledge and Abilities:**

The following knowledge and abilities as well as those listed at the lower levels in the Student Services Professional series are required for appointment into this classification.

Thorough knowledge of the principles of individual and group behavior. General knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of the program area to which assigned; general knowledge of individual counseling techniques; general knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the specific campus to which the position is assigned. Working knowledge of student services programs outside the program to which immediately assigned. Ability to analyze complex situations accurately and adopt effective courses of action; advise students individually and in groups on complex student-related matters; determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature; interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action; carry out a variety of professionally complex assignments without detailed instructions; and establish and maintain cooperative working relationships with a variety of individuals.

**Experience:**

Possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred but is not required.

A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

**Education:**

Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related.

**PREFERRED QUALIFICATIONS**

Master's degree.

Significant experience providing direct student services.

Experience successfully working with a diverse student population.

Excellent oral and written communication skills

Ability to make presentations to students and faculty.

**REQUIRED/LICENSE/CERTIFICATION**

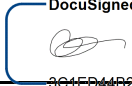
This position requires the successful completion of a background check.

- 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 Revised July 21, 2017 as a condition of employment.

**ENVIRONMENT AND/OR PHYSICAL REQUIREMENTS AND/OR SPECIAL WORKING CONDITIONS**

Extended sitting, keyboard and computer monitor use up to 8 hours a day. Ability to work occasional weekend hours and evening hours. Regular attendance is considered an essential job function; the inability to meet attendance requirement may preclude the employee from retaining employment. Able to safely lift 20 pounds.

**SIGNATURES**

Supervisor:  DocuSigned by:  
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Date: 11/16/2023 | 8:20 AM PST

Name and Title Cori Miller, Director, Career & Leadership Development

Ext: \_\_\_\_\_

Dean/Director:  DocuSigned by:  
92F441521E26485...

Date: 11/16/2023 | 8:56 AM PST

Name and Title Sophie Clavier, Dean, Graduate Studies & Career Development

Ext: \_\_\_\_\_

*I acknowledge receipt of this position description:*

Employee: \_\_\_\_\_

Date: \_\_\_\_\_