Graduate Coordinator of Educational Initiatives

Overview & General Purpose

The Graduate Coordinator of Educational Initiatives position is a 12-month live-on, graduate assistant staff position within Housing & Residential Education and the Student Affairs Division at the University of Utah. This position reports to and assists the Coordinator for Campus Engagement in providing leadership and coordination of comprehensive student-engaged programming for all 3100 residents living on campus. Particular focus of this programming is on late night and weekend events. The Graduate Coordinator of Educational Initiatives has direct supervision of a Programming Assistant staff consisting of 5 Student Leaders. The Graduate Coordinator of Educational Initiatives position is part of the crisis response team and serves on duty for the housing system.

The Graduate Coordinator of Educational Initiatives is also responsible for coordinating and providing leadership within collateral processes including Student Leader selection, training, assessment, recognition, advising (Residence Hall Association), and diversity initiatives.

Housing & Residential Education's Diversity Recruitment Statement: Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with the team and with our residents.

AVAILABILITY

- The Graduate Coordinator of Educational Initiatives is a part time, 25 hours per week, live-on staff member. Hours worked include office hours as well as nights and weekends.
- The Graduate Coordinator of Educational Initiatives will be required to be available during a portion of break periods to assist with closing procedures and duty responsibilities.
- Essential Personnel-This position is considered to be an essential personnel position for the department and as such, must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the University.

QUALIFICATIONS

- Bachelor's degree.
- Must be enrolled in the University of Utah Master's or Ed.D/Ph.D. level program for Educational Leadership and Policy.
- Must have at least one-year previous experience in student housing management, programming, student activities, or related fields.
- Demonstrated commitment to fostering engagement among students and staff on issues of diversity and social justice.
- Demonstrated effective communication abilities both verbal and written.
- Ability to multi-task and remain organized in a high energy, fast paced department.
- Previous supervision and/or advising experience is preferred but not expected.
COMPENSATION

- A furnished one or two-bedroom apartment which includes all utilities, internet, local phone, and cable television.
- Annual Salary estimated at $19,345.00 starting on July 5, 2016.
- Partial cell phone compensation.
- Partial moving expense coverage.
- $1,200 in professional development funds.
- Full tuition waiver.
- Meal plan.
- Choice to enroll in student health insurance plan.

At the University of Utah, we believe that our staff should feel at home while living on campus. In reflecting this philosophy, our department adheres to an inclusive partner policy, which allows for partners, family, roommates, etc., to live with staff if they so choose. We also allow pets (cats, dogs, fish, birds, etc.) as per Housing & Residential Education pet policy.

Background Check
A successful background check is required before a formal offer of employment can be made for this position.

University of Utah Nondiscrimination and Disability Access Statement
The University of Utah is an Affirmative Action/Equal Opportunity employer and is committed to diversity in its workforce. In compliance with applicable federal and state laws, University of Utah policy of equal employment opportunity prohibits discrimination on the basis of race or ethnicity, religion, color, national origin, sex, age, sexual orientation, gender identity/expression, veteran’s status, status as a qualified person with a disability, or genetic information. Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities, and protected veterans are strongly encouraged to apply. Veterans’ preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law.

To inquire about this posting, email: employment@utah.edu or call 801-581-2300. Reasonable accommodations in the application process will be provided to qualified individuals with disabilities. To request an accommodation or for further information about University AA/EO policies, please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, (801) 581-8365 (V/TDD), email: oeo@umail.utah.edu.

More information about how to apply for this position can be found at: www.housing.utah.edu/life/employment

Questions regarding this assistantship should be directed to:
Rachel Aho, Assistant Director for Residential Education
raho@housing.utah.edu 801-587-0860