**Student Leader (Various Positions)**
Center for Leadership & Community Engagement

**Hiring/Recruitment Timeline:**
Applications Close: May 2, 2021 at 11:59 p.m.
Initial Application Review: May 4 – 6, 2021

Position Kickoff: May 27, 2021 (celebrate, get hiring paperwork, share next steps, meet one another prior to break)

Position Timeline: September 6, 2021 – June 30, 2022

**Important Dates:**
June – August: No responsibilities
Leadership Institute/CLCE/ICA Training: September 6 -10 (first day back Sept. 6)
Formal Office Hours Begin: September 20, 2021 (must be available for other in-person experiences between 9/6-9/20)
Classes Begin: September 22, 2021

<table>
<thead>
<tr>
<th>Position Quick Facts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compensation</strong></td>
</tr>
<tr>
<td><strong>Work Schedule</strong></td>
</tr>
<tr>
<td><strong>Work Environment</strong></td>
</tr>
</tbody>
</table>

*In-person work subject to change with evolving COVID regulations.*

**Student Leader Position Description**
The CLCE/ICA Student Leader will work individually and collaboratively to develop, coordinate, and facilitate a variety of workshops, events and engagement opportunities for CWU students. The experiences are designed to support the CWU community in developing leadership skills, civic engagement, involvement and a sense of belonging within the university. Student Leaders gain valuable skills in project management, verbal and written communication, team building, and leadership while working in a fast-paced, team-oriented and enthusiastic environment. Each Student Leader be a member of one of the three specialization areas: Leadership Development, Community Engagement, and Student Clubs & Organizations.

**Eligibility**
To be eligible, each candidate must:

A. Be an undergraduate, degree-seeking student who has completed or is enrolled in a minimum of 12 credit hours at Central Washington University (CWU) throughout Fall 2021, Winter 2022, and Spring 2022.
B. Have a CWU grade point average (cumulative) of at least 2.5 at the time of application and maintain a cumulative GPA of a 2.5 throughout the duration of the position. Students who apply before completing 12 hours may be hired on a conditional basis until final grades are posted.
C. Be free from significant academic or disciplinary action through the Office of Student Rights & Responsibilities.
D. Exhibit commitment to the mission of the CLCE and Student Involvement.
E. Demonstrate a desire to learn about CWU in addition to its regulations, people, and programs, as well as a willingness to share said information with others.
F. Possess the following qualities: maturity, responsibility, innovation, motivation, flexibility, critical thinking, enthusiasm, integrity, and a strong and positive work ethic.
G. Exhibit interest or involvement in student organization membership, club engagement, and/or other campus leadership role.
H. Effectively manage and prioritize time to meet deadlines.
I. Exhibit good interpersonal communication and group presentation skills.
J. Be eager to improve leadership and teamwork skills.
K. Be able to work effectively with a diverse group of team members and to promote the benefits of diversity, equity and inclusion.
L. Must agree to all of the terms and conditions associated with the Student Leader position.
M. Must be available attend all training and work the Experience Leadership Project in September 2021 (potentially Leadership specialization).

Responsibilities
The following is a summary of expected duties. The list is not comprehensive, and additional duties may be assigned at any time.

All Student Leaders (regardless of specialization):
1. Welcome students and CWU community members into the CLCE while support each guest by answering any and all of their questions to the best of your ability.
2. Serve as a content expert regarding opportunities to get involved within clubs, student organizations, leadership programs, and service opportunities.
3. Utilize various technologies to serve CWU students, including Presence, 25 Live, and other technological platforms as needed (training will be provided).
4. Contribute to the daily functions of the office, including answering phones, responding to unit emails, and other clerical support as needed.
5. Participate in the rotating scheduling for staffing the front desk.
6. Represent all University organizations equally and accurately to students seeking involvement opportunities.
7. Serve as a positive role model and engagement facilitator for CWU students.
8. Actively assist in programming in assigned, unassigned roles, and serve all team members as support is needed.
9. Assist with other office duties as needed and assigned.

Community Engagement Specialization (5 students)
1. In addition to the shared office responsibilities, specialize in coordinating and facilitating community engagement experiences
2. Establish on-going and individual volunteer experiences with existing university partners
3. Manage the execution of service experience functions including check-in, hour allocation, and any other operational needs
4. Serve as a liaison with the student marketing coordinators to develop marketing timelines and graphics to promote opportunities to CWU students
5. Support existing community engagement experiences including Giving Tree, Yakima River Cleanup, American Red Cross Blood Drives and other on-going initiatives
6. Manage all planning needs from reservations to final program evaluations for community engagement experiences.
7. Identify opportunities to build relationships with the local community and collaborate on opportunities for CWU students to get involved at all CWU campuses
8. Provide support campus/community initiatives to combat food insecurity

Leadership Development Specialization (5 students)
1. In addition to the shared office responsibilities, specialize in coordinating and facilitating leadership development experiences
2. Establish on-going and individual leadership experiences with existing university partners (on and off campus)
3. Manage the execution of leadership experience functions including check-in, WLA progress, and any other operational needs
4. Support existing leadership development programs including Wildcat Leadership Academy (WLA), the Leadership Conference, Word to the Wildcat, and other on-going initiatives.
5. Serve as a liaison with the student marketing coordinators to develop marketing timelines and graphics to promote opportunities to CWU students.

6. Manage all planning needs from reservations to final program evaluations for leadership development experiences.

7. Identify opportunities to build relationships and create innovative leadership development opportunities for CWU students at all CWU campuses.

**Clubs & Student Organization Specialization (4 students)**

1. In addition to the shared office responsibilities, specialize in supporting and facilitating overall student club experiences.

2. Manage and oversee basic club interfaces such as Presence Software, Discord, Teams.

3. Aide in facilitating club learning and development opportunities (i.e. officer training).

4. Intake and facilitate foundational club processes (event, travel, funding, scheduling).

5. Support and manage the annual club renewal process (i.e. constitution review).

6. Coordinate intake and orientation for new clubs.

7. Work with professional leadership team to establish and renew evolving parameters for club functioning.

8. Support recruitment and training of ICA Funds Council Representatives.

9. Work in tandem with ICA Club President position to support club events such as Club Council and Club Fairs.

**Marketing Specialization (3 students)**

1. Each Student Leader specializing in marketing will develop content specifically for one of the three CLCE specializations (i.e. community engagement, leadership development, and clubs & student organizations).

2. Develop clear, appealing and effective designs for CLCE posters and various marketing materials.

3. Proficient use of computer software programs such as Adobe Indesign, Photoshop, or comparable software.

4. Manage the CLCE social media platforms associated with respective specialization.

5. Collaborate with student leaders on marketing timelines, upcoming needs, and provide timely products.

6. Actively seek feedback from students and professional.

7. Coordinate comprehensive marketing needs for the CLCE including photography, videography, Central Today, and other functions as needed.

8. Explore opportunities throughout campus to market applicable student experiences such as club events, campus collaborations, and unit highlights.

Please note that this is not an exhaustive list of responsibilities. Throughout training and the job, requirements may be added, modified, or deleted. Student Leaders must be willing to accept other duties as assigned. All dates and times listed are anticipated and may change depending on the University calendar, COVID regulations, the unit planning process, or office needs.

A complete application will include a resume, cover letter, and 3 references through the Student Employment portal.