INVITATION TO APPLY

Student Club & Engagement Coordinator
Center for Leadership and Community Engagement

Division of Student Success
Our organization provides students educationally-purposeful programs, events, services and activities that promote academic, personal, and professional growth within and beyond the classroom.

We are committed to:
• Developing and enhancing the University’s commitment to diversity and inclusivity
• Creating connections between in and out-of-classroom experiences to promote student success and achievement
• Facilitate scholarly, creative, and professional development opportunities
• Engaging students throughout the University community
• Providing resources and services for students to better navigate the CWU Community
• Promoting student rights and responsibilities

www.cwu.edu/student-success
www.cwu.edu/departmentweb
ABOUT THE POSITION

Summary
The Student Engagement Coordinator develops and delivers services within the area of Student Leadership, Involvement, and Community Engagement that attract, retain, and support students. The Student Engagement Coordinator serves as the primary program facilitator of clubs & organizations through fostering and developing a community of success and engagement through managing the registered student organization process with an online software platform; designing trainings and professional development opportunities for club/organization officers, members and advisors; providing consultation for student organizations and advisors; and creating, developing, and overseeing expectations, guidelines, policies and procedures for student organizations which directly mitigate risk.

Salary Range: $44,367 - $53,240 annually

Qualifications include:
Required
• Bachelor’s Degree OR any combination of education and experience which demonstrates the ability to perform essential functions of the job in the area of higher education.
• Ability to develop and implement programs that bring about desired outcomes.
• Excellent communication skills with ability to motivate students, share ideas and connect with the needs of a varied student population.
• Computer proficiency and abilities, specifically the Microsoft Office Suite and Email.
• Experience effectively organizing multiple work assignments, to produce work products that are accurate, and that meet deadlines.
• Proficiency in budget management and fiscal responsibility, including but not limited to reconciliation, tracking, forecasting, etc.
• Demonstrated willingness and/or experience work with student and/or co-workers from a wide range of abilities, backgrounds and experiences.
• OR any combination of education and/or experience which clearly demonstrates the ability to perform the essential functions of the job.

Preferred Qualifications
• Master’s Degree in college student personnel, higher education administration, or a related field.
• Previous experience and proficiencies with web based club/organization software programs (i.e., Involvio, Presence, Engage, 25 Live Scheduling, etc.)
• Experience supporting or coordinating club/organization travel and contract services.
• Experience recruiting students.
• Experience in event planning.
• Experience promoting and facilitating the development of students.
• Demonstrated participation in programs designed to promote inclusion.
• Demonstrated commitment to improving access to higher education for students through various activities.

How to apply
For full position description and to apply please visit https://careers.cwu.edu(Search Job ID 4168).

Priority Screening Date: 7-9-21
CWU is an EEO/AA/Title IX/Veteran/Disability Employer.
Website: www.cwu.edu/leadership-engage / www.cwu.edu/clubs
Hiring Manager Contact: Michael.Middleton@cwu.edu, Student Engagement Coordinator
UNIVERSITY MISSION
The mission of Central Washington University is to prepare students for enlightened, responsible, and productive lives; to produce research, scholarship, and creative expression in the public interest; and to serve as a resource to the region and the state through effective stewardship of university resources.

ABOUT CWU
Central Washington University is a comprehensive, four-year public institution offering bachelor’s and master’s degrees in a variety of programs. The university is located in Ellensburg, Washington, a community situated in the heart of Washington, nestled between the Cascade Mountains and the Columbia River and just 1.5 hours from Seattle. Nearly 12,000 students attend classes in eight locations. CWU is a NCAA Division II school, competing in the Great Northwest Athletic Conference. Nationally recognized academics, award-winning programs, personalized education, and a robust student life experience make Central one of the top choice universities in the west.

ABOUT OUR OFFICE
Student Leadership, Involvement, and Community Engagement (SLICE) is a fairly new name on our campus and was recently been re-branded as the result of a merge between the Center for Leadership & Community Engagement with the Inter club Association. SLICE actively serves the CWU community by developing opportunities that cultivate individual and collective engagement within leadership, civic engagement, and campus involvement experiences. Our purpose is to encourage a sense of belonging, identity exploration, and promote positive social change within individual communities, the university and beyond.

Our Staff:
This position will work with three other professional Coordinators/Program Managers whom all report to and are supervised by the Director. We have fifteen student employees whom operate in three specializations (clubs, leadership, and civic engagement). This position will co-supervise the students in the clubs specialization.

CWU AT A GLANCE

| **1891** | YEAR FOUNDED |
| **125+** | DEGREE PROGRAMS |
| **25** | AVERAGE CLASS SIZE |
| **19/1** | STUDENT/FACULTY RATIO |
| **3K** | 1 YR. AVERAGE TUITION |
| **37%** | STUDENTS OF COLOR |
| **6X** | AWARDS: HIGHER EDUCATION EXCELLENCE IN DIVERSITY |

www.cwu.edu

SLICE FAST FACTS

| **120+** | Registered Student Clubs |
| **5000+** | Service Hours |
| **200+** | Events & Programs |
| >$75K | Club Funding Awarded |
| **1000+** | Students Engaged in Clubs |
ABOUT ELLENSBURG

One of Washington’s founding communities, Ellensburg’s historic brick downtown is just three blocks from the CWU campus. Eclectic shops, restaurants, and galleries are housed in beautiful historic buildings, most constructed between 1889 and 1917.

Delicious local food and fresh produce, regional crafts, and eclectic entertainment can be found at the Kittitas County Farmers Market from May through October.

In addition to the many arts and cultural event on the CWU campus, Ellensburg hosts several big-draw events including Jazz in the Valley, Spirit of the West, Buskers in the ‘Burg, Winterhop Brewfest, Ellensburg Rodeo and Kittitas County Fair, Dachsunds on Parade, and more.

Ellensburg is situated in the Kittitas Valley, close to an abundance of outdoor adventures and an easy drive to the city, charming towns and vistas, or wine country.

ACCOLADES

One of the 10 most beautiful towns in Washington

National Historic Land Trust: one of America’s top “Distinctive Destinations”

One of the most romantic destinations on the West Coast

One of America’s most bicycle-friendly communities

Main Street America semifinalist: one of America’s top 10 historic downtowns