**Late Night Program Coordinator**

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**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Kari Miller at kari.miller@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Department** | Stdnt Leadershp & Involv (MSI) |
| **Position Title** | Coordinator-Student Program |
| **Job Title** | Late Night Program Coordinator |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | The Office of Student Leadership and Involvement (SLI) is seeking a Late Night Program Coordinator. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Director.  Student Leadership and Involvement (SLI) exists to create meaningful and diverse opportunities for leadership development and involvement experiences that cultivate positive social change. SLI aspires to provide dynamic experiential learning and involvement opportunities for Oregon State University (OSU) students to engage in shaping a better self and a better world. SLI is home to the Center for Civic Engagement, Leadership Development, Involvement Programs, OSU Program Council, Global Community Kitchen, the Student Sustainability Initiative, Orange Media Network, and the Craft Center.  The coordinator will work with various university departments, the community, and local colleges/universities to create a fun, healthy, and safe environment in which students can engage in late night, alcohol and drug free activities.  The Late Night Program Coordinator works within Student Leadership and Involvement to create new and innovative culture around late night programming. The coordinator will be responsible for implementing late night activities that provide OSU students with fun and safe alternatives to build engaging social events and activities that help connect participants to one another, while acclimating them to campus and the community. The coordinator will lead in the development of comprehensive campus wide late night activities, both on and off campus. The late-night program coordinator will have exceptional interpersonal skills, will be able to work independently with minimal supervision, and will approach their work in a proactive and positive manner. This position serves as the campus wide coordinator of all departmental late night events and creates tools and process for students and student organizations to be involved in the creation of this culture, as well. The coordinator is responsible for assessing and researching late night programs in order to refine, redefine, and create new programs and initiatives under the late night umbrella of programming. |
| **Position Duties** | 45% Program Leadership & Late Night Initiatives ● Serve as liaison to other University departments, campus security/law enforcement, UHDS, and Recreational Sports, Student Affairs Marketing and Design, and community leaders to discuss various aspects of student life and late night campus activities programming. ● Cultivate partnerships and collaborations across campus, the local community, as well as nearby colleges/universities to establish milestones, annual goals, budget, and community outcomes. ● Serve as committee coordinator of late night programs specifically during Fall/Spring Family Weekend; Halloween; Homecoming, and other high incident weekend activities.  ● Development of branding and marketing strategies for the late night program initiative, including creating and maintaining an active presence on social media platforms ● Develop and maintain the late night programming calendar (annually and by term) ● Work collaboratively with university programs, departments, and student organizations to provide well-considered, engaged, and incentivized late night campus programming ● Serve as chair and convener of Late Night Program Committee; advise with the other campus leaders of student activities and programming on the organization, implementation, and evaluation of Late Night programs and activities. ● Assume responsibility for administrative tasks for assigned areas including goal setting, committee assignments, reports, and staff meetings. Maintain administrative records. Serves on departmental/divisional/university committees.  40% Event Planning & Evaluation  ● Plan, develop and implement programs that engage students during the hours of 10 p.m. – 2 a.m. Thursday, Friday and Saturday in a fun, healthy, and safe environment.  ● Promote, coordinate, and evaluate ongoing social programs and activities, on- and off-campus, with a primary focus on late night programming; seek out opportunities for collaboration within student organizations, campus departments, and other local constituents in implementation of late night programming. ● Lead in the development, hosting and assessment of all campus-wide late night programming initiatives sponsored by and coordinated through Student Leadership & Involvement ● Develop, implement, execute, and assess late night alternative programming and provide information, in the form of reports and presentations on program impact ● Implement comprehensive marketing plan for late night programming and manage all publicity strategies to create campus wide knowledge of events ● Communicate, interpret, and enforce appropriate University policies.  ● Provide development, training, policy and process for student organization participation in late night programming. ● Assist student organizations in understanding and adhering to policy/procedure. ● Develop measurable learning outcomes for and conduct assessments of both staff-sponsored and student-sponsored programs and activities.  ● Make programmatic changes according to assessment, focus groups, and other research ● Prepare reports for Late Night Initiatives of learning outcomes, assessment results and participation information. ● Contribute Late Night activity information to SLI assessment reports and practices  10% Departmental Duties ● Serve as an active member of the Student Leadership & Involvement staff and assist in the department programming and regular department operations ● Represent Student Leadership & Involvement in communications, presentations, and campus involvement ● Work with SLI SORCE (Student Organization Resource for Community Engagement) to establish criteria for SORCE funding allocation for student organization late night programming. Participate in review of SORCE Late Night allocation request. Provide consultation to all student organizations that are allocated funds.  ● Meet with the Executive Director of Student Leadership & Involvement on a regular basis, attend staff meetings, and assume additional responsibilities within the scope of the position as assigned by the ED. ● Participate in SLI meetings, professional development, and related team-building activities ● Participate in outreach for SLI at information fairs and other opportunities ● Participate in Student Affairs initiatives, meetings, trainings, etc.  5% Other Duties as Assigned ● Participate in regional, national, and international networks/organizations to further knowledge and networks while sharing the of SLI/OSU. ● Serve on relevant campus committees ● Other duties as assigned |
| **Minimum/Required Qualifications** | Bachelor’s degree in student affairs, college student services administration, or related field, plus equivalent related work experience.  One year professional experience in higher education in the same or similar capacity, providing program planning, or specifically late night program development and evaluation.  Demonstrated experience (minimum 1 year) working in higher education in advising, developing, coordinating, and evaluating student life and/or campus activities programming.  Experience leading a group or committee  A demonstrable commitment to promoting and enhancing diversity and inclusion.  Willingness to work a flexible schedule including evenings and weekends.  Demonstrated experience, knowledge and ability in advising, training, and evaluating  Demonstrated knowledge of student development and student development programs  Proficient with PC based computer systems and software, including Microsoft Office, and other software programs and databases  Demonstrates working knowledge and application of oral and written communication techniques and relationship building skills that develop the ability to clearly communicate and work with a variety of individuals and groups in a constructive and collaborative manner.  Excellent organizational, leadership, and decision making skills to prioritize workload and meet assignment while handling multiple tasks and deadlines  Exceptional problem solving skills, ability to quickly learn new concepts and methodologies as needed  The ability to effectively cultivate positive relationships with colleagues on campus, the local community, and neighboring colleges and universities  Strong Analytical and critical thinking skills; ability to navigate through ambiguity and break down complex problems into simplified and manageable parts.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. |
| **Preferred (Special) Qualifications** | Master’s degree in Student Development, or related discipline or an equivalent combination of education and related experience.  Working experience with website content management.  Basic experience creating and managing a budget.  Extensive experience in planning, organizing and executing large student life programs and events.  Extensive leadership experience as a member of or advising a student programming board.  Demonstrated experience, knowledge, and ability to create dynamic cutting edge programs utilizing student development theory, including organization, planning, implementation, and evaluation. |
| **Working Conditions / Work Schedule** | This position may require late night and weekend hours to supervise or coordinate activities for the program. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P01343UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 08/01/2017 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 06/07/2017 |
| **Full Consideration Date** |  |
| **Closing Date** | 06/28/2017 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Kari Miller at kari.miller@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**