**Strategic Initiatives Coordinator**

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

The closing date has been extended in order to expand the original applicant pool. 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: Wendy Allison at; wendy.allison@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. This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.

**Position Details**

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| Position Information | | |
| **Department** | | Career Development Ctr (MSA) |
| **Position Title** | | Coordinator-Student Program |
| **Job Title** | | Strategic Initiatives 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** | | $36,228 - $61,560 |
| **Position Summary** | | The Career Development Center is seeking a Strategic Initiatives Coordinator. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Executive Director.  The Strategic Initiatives Coordinator creates and manages multiple programs for student and campus-wide engagement to increase student access to career readiness. This position establishes and facilitates relationships with non-academic partners that provide student resources and programming, including but not limited to the Division of Student Affairs (Diversity and Cultural Engagement, Student Experience and Engagement, Housing and Dining, Rec Sports, Greek Life), INTO OSU (an international student program), and the Division of Outreach and Extension (Ecampus, OSU Extension, Global Opportunities).  The office of The Career Development Center (CDC) supports the University, its students and alumni by providing guidance, education and opportunities to identify and reach professional goals. The CDC works with employers and external partners to provide OSU students and alumni access to exceptional career opportunities.  The Strategic Initiatives Coordinator contributes to the overall operation of the CDC by working collaboratively to create, manage and build internal programming, such as workshops, employment programs like the Student Training Employment Program (STEP), an opt-in competency based initiative, and the PROMISE program, an internship program serving traditionally underrepresented student populations, or on campus opportunities. This position builds and maintains relationships with internal partners in order to develop strong partnerships and increase excellent experiential learning opportunities for students at Oregon State University. This position provides excellent customer service, education regarding access and use of electronic resources (e.g., CDC specialized software), and interpretation of ethical and legal policies related to working with The Career Development Center and OSU. This position will create and present content relevant to their program to various on campus groups, students, and on and off campus constituents.  This position serves as direct contact for professional faculty and staff who are involved in facilitating student and campus partner engagement. Must work as part of a team and with respect for a diverse set of clientele. |
| **Duties** | | 50% PROGRAM DEVELOPMENT Develop, manage and maintain collaborative on-campus engagement programs on behalf of the University, divisions, and units, which may include workshops, on-campus employment programs like STEP and PROMISE, on campus engagement strategies, etc.  Develop and execute policies, processes, and successful campus integration strategies for each program.  Develop, maintain and document excellent communication with campus partners and other key constituencies with the goal of increasing program participation.  Develop and conduct on­going goal­setting, assessment and evaluation of program and external partner activities to support program outcome and benchmarking Modify and improve programs, support and services to facilitate Institutional and external needs.  Pursue innovative strategies for connecting campus partners and students with CDC services.  30% CAMPUS PARTNER RELATIONSHIP MANAGEMENT  Facilitate and participate in on-campus opportunities for campus partners.  Consult with non-academic offices and departments on on-campus engagement options, participation in events and strategies to develop and build a campus that is career-ready and infused with professional development and engagement opportunities.  Establish new and facilitate strong current relationships with campus partners through excellent and informed customer service and education on behalf of OSU and The Career Development Center.  10% MENTORING AND LEADERSHIP Participate in hiring, supervising, and providing lead work to undergraduate students hired to work with Strategic Initiatives, including interviewing, creating marketing materials, providing training, regular feedback, developing projects etc.  5% ­ PROFESSIONAL DEVELOPMENT RESEARCH  Develop learning goals and pursue professional development.  Research processes and procedures at other universities and professional associations to increase effectiveness at OSU.  Contribute to The Career Development Center web presence.  5% OTHER DUTIES AS ASSIGNED  Attend and participate in Student Affairs meetings, programs, events, and initiatives.  Represent OSU or Student Affairs on University and Community committees. |
| **Minimum/Required Qualifications** | | Bachelor’s Degree.  2 years of experience developing and engaging strategic partnerships with stakeholder and program participants.  Experience developing and assessing programs.  Excellent customer service skills.  Working knowledge of desktop software including Microsoft Office Suite.  Excellent oral, written and interpersonal communication skills.  Demonstrated commitment to promoting and enhancing diversity.  Ability to develop and maintain positive and professional relationships.  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. |
| **Preferred (Special) Qualifications** | | Master’s degree  2 years of experience in program development, which includes design, implementation, delivery and assessment of the outcome  Experience in academics, career services or business recruiting.  Work experience requiring report development, correspondence and set up, maintenance and use of databases. |
| **Working Conditions / Work Schedule** | | This position may occasionally be asked to drive to other campus locations to carry out the duties assigned.  Some weekend or evening hours may be required to meet the needs of the clients served. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | Yes |
| Posting Detail Information | | |
| **Posting Number** | P02515UF | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 12/01/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 10/10/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 11/07/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants | |
| **Special Instructions to Applicants** | The closing date has been extended in order to expand the original applicant pool.  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: Wendy Allison at; wendy.allison@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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. | |

**Supplemental Questions**

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

1. \* Please explain what role diversity plays in career development.

(Open Ended Question)

1. \* Please describe a project or initiative that required partnership with multiple groups and explain your role in the process.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**