POSITION ANNOUNCEMENT
April 21, 2016

STUDENT ENGAGEMENT COORDINATOR

The University of Rio Grande/Rio Grande Community College invites applications for a Student Engagement Coordinator. Reporting to the Dean of Students, this full-time administrative (salary) position plans, organizes, and coordinates student engagement programs including advising students on their opportunities to become engaged in co-curricular programs, serves as an advisor for student advocacy events and activities, supports students with policy and student development activities, and coordinates a variety of student activities and special events on campus. This highly visible campus leader will maintain strong interactions with students to encourage engagement and persistence through graduation.

ESSENTIAL DUTIES:

• Work closely with students and staff to support the work of the broader Student Services team
• Serve as a liaison/ombudsman for students facing institutional challenges
• Plan and deliver cross-campus events and activities. Responsible for facilitating students to engage in extracurricular activities and student voice opportunities.
• Responsible for a small case load of students delivering targeted support interventions on a one-to-one basis.
• Explore the possibility of an exciting new student mentor program.
• Develop and support strategies to help students to improve their attendance and behavior; maximizing student retention and achievement.
• Work to develop partnerships between faculty, staff and students in order to improve the quality of the student experience.
• Assist in development of online/blackboard supported orientation session
• Establish communication plan for all new students that announces and promotes initiatives, academic resources, and activities available to ensure success.
• Develop activities to support a multi-cultural mission on campus.
• Collaborate on existing first-year experience initiative/explore second-year experience initiative.

MINIMUM QUALIFICATIONS:

• Bachelor’s degree
• Minimum 1-3 years experience working in some aspect of student services/affairs
• Excellent interpersonal skills with an ability to establish and maintain strong positive working relationships with students, faculty and staff
• Willingness to work evenings, weekends or as needed
• Demonstrated ability to work independently
• Demonstrated ability to work collaboratively in a fast paced environment
• Excellent communication skills with demonstrated ability to communicate with diverse populations

PREFERRED QUALIFICATION:

• Master’s degree in College Student Personnel or related field.
APPLICATION INSTRUCTIONS:
Qualified applicants must send a cover letter detailing their interest and qualifications, updated resume, and the names and contact information of at least three professional references to:

   Mr. Chris Nourse  
   Director of Human Resources  
   Email: HR@rio.edu  
   Fax: 740.245.5266

Applications are being accepted immediately. The position is open until filled. Official transcripts and background check required before hire.

*The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship. Rio’s main campus is nestled in the rolling hills of southeastern Ohio, and is adjacent to the original Bob Evans Farms and Homestead in Rio Grande. Rio is an Equal Opportunity & Affirmative Action Employer*