<table>
<thead>
<tr>
<th>Internal/External</th>
<th>External</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Involvement Coordinator</td>
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<tr>
<td>UW System Title and Code*</td>
<td>Student Services Specialist (T26)</td>
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<tr>
<td>FTE</td>
<td>100%</td>
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<tr>
<td>Principal Location</td>
<td>UW-Stevens Point Main Campus, Dreyfus University Center</td>
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<td>Supervisor</td>
<td>Greg Diekroeger, Assistant Director Campus Activities and Student Engagement</td>
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<tr>
<td>Department</td>
<td>Campus Activities and Student Engagement (CASE)</td>
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<tr>
<td>Department Description</td>
<td>Campus Activities and Student Engagement is a unit under the umbrella of the University Centers. The area provides environments, activities and programsthat offer opportunities to enhance growth, education and social experiences which teach lifetime skills, develop relationships and promote healthy lifestyles. The University Centers are a part of the Student Affairs division of campus. The position reports to the Assistant Director of Campus Activities.</td>
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<tr>
<td>University Description</td>
<td>Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit <a href="http://www.joinuwsp.org">www.joinuwsp.org</a> for more information about UW-Stevens Point and <a href="http://www.everythingpointshere.com/">www.everythingpointshere.com</a> for more information about the Stevens Point community.</td>
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<tr>
<td>Position Summary</td>
<td>The Involvement Coordinator will provide development and implementation of the student organization program on campus. This will include training of student organization advisors and student organization officers, the recognition process for new student organizations and re-recognition of continuing student organizations. The position will manage the campus student organization data computer base; Stevens Point Involvement Network (SPIN). The position will directly supervise the Campus Usher staff, operations and financial operations as well as supervise the student assistant staff of CASE. Evening and weekend work is expected.</td>
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| Required Qualifications | - Bachelor’s degree required, plus two years of relevant collegiate work experience  
- Demonstrated ability working with college student volunteers and/or employees  
- A commitment and understanding of student engagement  
- Event coordination and review experience |
| Preferred Qualifications | - Master’s degree preferred in student personnel field  
- Experience with a student organization database management system  
- Financial/Budget experience |
| How To Apply | Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information. |
Anticipated Appointment Date: January 11, 2021

Terms of Employment: This is a 12-month, Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

Deadline: To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on November 5, 2020. However, screening may continue until the needs of the recruitment are met.

Required Materials: Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references

Official Transcripts required of finalist

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

Position Contact: For additional information regarding the position, please call or email:
Michele Miller, Search and Screen Committee
Email: mmiller@uwsp.edu
Phone: 715-346-4700

Human Resources Contact: If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Anna Golackson-Timblin
Email: human.resources@uwsp.edu
Phone: 715-346-2606

Special Notes: The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx.

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/.