## Position Description

### Classification Title:
Student Services Specialist(T26)

### Working Title:
Involvement Coordinator

### Supervisor’s Working Title:
Assistant Director of CASE

### Hours/Shift:
Full-Time, Evening and weekend work is expected.

### Department:
Campus Activities and Student Engagement (CASE)

### Supervisory Position:
- Yes
- No

### Employee Category:
Academic Staff

### FLSA Status:
- Exempt
- Non-exempt

### Date Created/Updated:
October 2020

### Position of Trust:
- Yes
- No

(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)

### Position of Trust with Access to Vulnerable Populations:
- Yes
- No

(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients)

## Position Summary

### Scope of Responsibility

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.

### Accountability

The Involvement Coordinator will report to the Assistant Director of CASE. The University Centers includes programmatic/service units located in the Dreyfus University Center, Allen Center for Health and Wellness Programs and the Health Enhancement Center. The University Centers is a unit within the Division of Student Affairs.
### Primary Responsibilities:

#### A. Student Organization Coordination and Oversight
- Serve as student organization coordinator and provide direction on recruitment, leadership, organizational communication, etc.
- Coordinate and implement the Student Involvement Fair each semester
- Create training materials, set goals and learning outcomes, coordinate presenters and logistics for student organization recognition each semester
- Serve as temporary adviser for student organizations when applicable
- Provide ongoing training for student organization leaders and advisers regarding university policies, procedures, and risk management protocols
- Enforce University and departmental policies and procedures affecting student organization activities
- Direct the collection and recording of student organization information including adviser contracts, officer listings, risk management surveys, constitutions, etc.
- Develop learning outcomes for all program areas
- Evaluate and generate reports detailing the scope, intended and achieved outcomes of student organization involvement
- Be knowledgeable of all student organization’s purpose and mission and connect students with applicable student organization
- Investigate and execute policy changes for student organizations
- Develop and provide comprehensive resource and policy guide documents for student organizations
- Work with Campus Risk Management to secure liability and risk management details for CASE.
- Determine compliance to policies related to the recognition of student organizations

#### B. Administration
- Responsible for developing and supervising budgets for student organization management and CASE operations
- Coordinate and implement CASE events in support of student engagement and retention
- Coordinate the University Leadership Awards, held every spring, including chairing the selection committee of award recipients and all logistics of the event
- Be knowledgeable of, proactively plan for, and implement risk management strategies as it relates to position duties
- Provide training to staff in the unit on: purchasing, tracking inventory, calendar management, cash handling, and search and screen procedures
- Monitor and reconcile CASE change funds
- Attend regular staff meetings, individual meetings, and trainings. Participate in professional development activities that contribute positively to the department and University.
- Represent department on University Centers and/or University committees, as needed
C. Technology Maintenance and Training
- Serve as the lead administrator for the Engage (UW – Stevens Point Involvement Network [SPIN]) system
- Serve as a vendor liaison with CampusLabs consultants and campus Information Technology staff
- Coordinate and provide on-going training for users of Engage to include individual students, student organizations, and campus departments
- Develop and apply strategies to better involve individual students and campus departments with Engage
- Direct student organization processes and data collection options. Utilize system features to access various reports on attendance, demographics, etc.
- Create and provide reporting tools on usage throughout the year
- Initial point of contact for computer troubleshooting
- Provide direction for the maintenance of student organization e-mail to the Postmaster
- Develop and maintain CASE web pages
- Serve as a liaison with Financial Operations and Student Government Association to manage student organization financial accounts and requests

D. Supervision
- Hire, train, supervise and evaluate student staff related to the Ushers, involvement, and operational components of CASE.
- Serve as supervisor for CASE front desk operations
- Participate in the development and implementation of student staff trainings throughout the year

Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities
- 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 Knowledge, Skills, and Abilities
- Master’s degree preferred in student personnel field
- Experience with a student organization database management system
- Financial/Budget experience

Physical Effort/Demands:
- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds
### Equipment Operated:
- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

### Working Environment:
The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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