

Graduate Coordinator – Student Center

Center for Student Involvement Student and Campus Life Team

Position Summary

Under the direction of the Assistant Director of Involvement in the Center for Student Involvement (CSI), this position supports the mission of the Student and Campus Life Team to facilitate students' development as ethical leaders and as agents of change.

The individual in this position will support in the Hub Desk administrative operations for the 12 student staff that will maintain the desk and be the primary driver of marketing efforts within the Hub Desk space. In addition, with the Center for Student Involvement, the individual in this role will be an active member of the CSI staff that supports student programming efforts via Student Center Programming. As part of the Student Involvement team, the individual will assist in the leadership, strategic planning, assessment, and overall direction of the Hub Desk and Student Center programming. Due to the nature of working in student activities, the individual in this role should understand that work may be requested after typical working hours or on weekends to provide event support.

The Graduate Coordinator in this role can expect to develop the following **Career and Leadership**

Competencies:

- Teamwork & Collaboration
- Critical Thinking
- Creativity & Innovation
- Communication

As a Graduate Coordinator Position, individuals applying for this must be enrolled in a Graduate Program. The individual in this role should expect their position to consist of:

Essential Responsibilities

40% Hub Desk

- With the support of supervisor, develop meeting agendas and lead regular meetings with Hub Desk student staff (12 student staff).
- Understand and be able to reference important information and policies pertaining to resources offered by key stakeholders at the University.
- With the support of supervisor, provide project management support for student staff roles to ensure completion of tasks in a timely manner.
- Assess the needs of student staff and provide guidance for leadership trainings/workshops.
- When needed and able, cover shifts at the Hub Desk to ensure full.
- Support student staff with locker rental and on-campus ticket sales.
- Support student staff with ReachTV screen oversight.

40% Marketing

- With the support of supervisor, oversee the fulfillment of the student newsletter.
- Implement creative efforts to bolster newsletter engagement efforts.
- Coordinate assessment and evaluation of current and future efforts.
- Oversee the implementation of community engagement efforts.
- With the support of supervisor, maintain a rotating calendar of events and signage at or near the entrance of the Student Center.
- Provide support to Hub Desk through unique and unified branding.
- In support of the student staff, curate a dynamic and engaging social media.

15% Programming

- Support in Student Center programming efforts centered around creating spaces for students to connect and make friends.
- Support the Assistant Director for Involvement in the development of a student center programming calendar
- Provide guidance to student leaders who are programming events including but not limited to marketing efforts, inclusive programming, deadlines, and more.

5% Additional Duties

- Participate in bi-weekly staff meetings, retreats, etc.
- Participate in weekly 1on1 meetings with supervisor
- Evening and weekend duties as necessary
- Attend Student and Campus Life Quarterly In-Services, Celebrations, and events
- Attend virtual meetings/workshops hosted by NACA (National Association of Campus Activities) that are of interest or pertinent to role.

Anticipated Work Schedule, Location, and Pay Rate

Work 20 hours per week during the school year, not including breaks or university recognized holidays. This role is for the 2026-2027 Academic Year with the start being at the end of August and continuing until the end of the Spring Term. This is an in-person position located within the Center for Student Involvement on the 3rd floor of the Student Center (STCN 350/360). Graduate Coordinators will be paid \$24.62 per hour, subject to tax withholdings and payable in accordance with the University's policies and procedures. Graduate Coordinators will also receive either a credit for on campus housing or a scholarship paid through their financial aid package.

Minimum Work Qualifications and Skills

- The individual in this position must possess marketing experience that showcases a willingness to engage in impactful marketing strategies.
- The individual in this position must have experience leading a team with differing skills and personalities.
- Individual in this role must have experience utilizing social media as a form of marketing and be knowledgeable of social media trends.
- The individual in this position must possess customer service experience and can showcase their flexibility when new challenges arise.
- The individual in this position must possess the ability to take the initiative and be an active problem solver when taking on unforeseen issues.

Preferred Work Qualifications and skills

- Experience planning, handling logistics, coordinating, and overseeing events is preferred but not required.
- Experience working in student involvement or engagement is preferred by not required.

Application Instruction and Timeline

Please provide a PDF copy of your resume and Cover Letter addressing why you believe you are a fit and how this position will contribute to your personal and professional formation. If you are unable to access the Handshake posting, please email your materials to Peter Vandeventer at Vandeventerp@seattleu.edu.