



# LAKELAND UNIVERSITY

Title: Student Development Coordinator

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Work Location: Plymouth, Wisconsin,

## Description

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**POSITION PURPOSE** To support persistence and completion goals by assisting the Associate Provost for Student Development and the Student Success team in the planning, implementation, and assessment of relevant and meaningful programming; supervising assigned student employees; and being an active and productive participant during large-scale programs (e.g., Homecoming, Preview Days, Blue and Gold Days, Muskie Extravaganza, Orientation, etc.). To support health and counseling services through confidential appointment scheduling and report generation.

**GENERAL EXPECTATIONS** All Lakeland University employees are expected to: Demonstrate in their words and actions an appreciation for the history of Lakeland University and a commitment to its stated mission; Represent unequivocally in their behavior the stated values of the University; Be good stewards of the University's resources, including its personnel and the goodwill of its friends, its alumni, and local community; Work collaboratively (as opposed to competitively) with their peers to meet objectives and achieve our goals; Keep their supervisor appropriately informed; Be forthright and honest in their communication with all members of the University community; Treat all members in a manner of teamwork and respect; Acts in a manner that sets the standard for service in higher education and the core principals of Lakelanders Excelling at Professionalism (LEAP) show respect, communicate and be positive; Advise their supervisor with respect to all matters that require their attention, including their own performance

## ESSENTIAL FUNCTIONS

80% Student Development

- Create a welcoming, friendly supportive office environment, including Hiring, training, and supervising student workers;
- Working with vendors in and outside of the LU community and preparing contracts for review by

authorized personnel;

- Assist the Student Development Team in all assigned aspects of program delivery, including Supporting the planning, implementation, and assessment of Blue and Gold Days, fall orientation, first-year programming, Muskie Extravaganza, and assigned summer enrichment programming;
- Communicating information regarding planned activities using marketing, social media, publications etc.;
- Collecting and tabulating outcomes data to support program improvement; Preparing reports for Associate Provost as requested;
- Oversee data collection and compliance for the Aurora grant; Advise one student organization, as assigned; Provide leadership and management to Parents' Association, including Working with communication department to ensure appropriate posts and updates in social media; Working with communication department to produce parent association newsletter;
- Coordinate with other campus offices and teams to provide appropriate events for December and Spring graduation; Support Residence Life team By providing data entry regarding housing and meal plans;
- Collecting requests for emotional support animals in housing and distributing to Associate Provost; 20% Student Health and Counseling Services Collaborate effectively with the University's nurse practitioner and counseling professionals;
- Schedule appointments for students in the University's health services; Provide immediate assistance to students who come to the health services office in distress, until a professional nurse or counselor is available; Collect data necessary monthly for assessment of services;
- Maintain confidentiality and professional office environment. Participate as directed in team and committee meetings; Attend trainings as needed;
- Work effectively with members of security, facilities, residence life, academic support services, and student development teams; Perform other duties as assigned.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Moderate physical activity.
- Requires periodic handling of average-weight objects up to 25 pounds or occasional standing and/or walking for more than four (4) hours per day; No or very limited exposure to physical risk;
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises;
- Nights and weekends will be required at times

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties,

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responsibilities and activities may change at any time with or without notice. Lakeland University is an Equal Opportunity

### **Required Skills**

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#### **SPECIALIZED KNOW-HOW & SKILLS**

- Associate's degree is required; bachelor's degree preferred.
- Minimum 2 years of experience in an administrative assistant role, preferably in student development and preferably in higher education.
- Strong communication skills required
- Demonstrated ability to maintain a high degree of confidentiality;
- effectively manage time and priorities;
- make effective administrative decisions to increase efficiency, accuracy, and productivity;
- tactfully and effectively communicate (written and verbal) with a variety of individuals;
- use protocol to respond to crisis situations;
- think critically;
- work independently as well as in a team environment; and
- work evenings and weekends as required.
- Must be proficient in the use of Microsoft Office (Excel, PowerPoint and Word) or similar products.
- Required to use university systems (Jenzabar, EMS) accurately and responsibly.

#### **Benefits**

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Full tuition remission for candidate, spouse and dependents. Two-weeks vacation. Two-weeks paid sick time. 12.5 Paid holidays. Health, dental, and vision insurance. Life Insurance. 403(b) retirement savings plan.

**Kind:** Full Time

**Level:** Staff Position

#### **Apply**

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Please apply online

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