



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Leadership & Outreach Coordinator

Location: Erie

Department: Campus Involvement

Reports To: Director of Campus Involvement

Full-Time 12 month

Classification: Staff

Closes: Open until filled

POSITION SUMMARY

The Leadership & Outreach Coordinator for the Campus Involvement Center is responsible for managing leadership initiatives for clubs & organizations and the campus community. This position works in a team environment.

DUTIES AND RESPONSIBILITIES

- Plan and implement the Mercyhurst Leadership Development Program (LDP) curriculum including workshops and a speaker series targeting upperclassmen students
- Supervise the creation and facilitation of an emerging leaders program that meets the needs of freshmen/sophomore student population, which includes managing the nomination process, planning and facilitating of workshops by LDP students, and reception
- Supervise application process of student clubs/organizations and monitor programming
- Work with Student Government representatives to provide training workshops, resources for fundraising, and networking opportunities to recognized student clubs/organizations
- Act as a liaison between Campus Involvement and Student Government to oversee the funding request process for club/organizations
- Coordinate annual Campus Involvement Fair and registration process for all student clubs and organizations
- Manage communication and important information sharing with club/organization presidents and advisors regarding policies, processes, and upcoming deadlines or opportunities
- Oversee the recruitment, training, and execution of the Laker Leader program
- Organize and oversee the Weekender Hub page daily to ensure up to date information about campus events and opportunities, assist in oversight of main Student Hub page
- Manage postings on @hurstcampuslife Instagram page with assistance from Graduate Assistant
- Oversee weekend events sponsored by Activities Council, when necessary

- Assist in the coordination and implementation of Summer Orientation & Welcome Week
- Participate in service opportunities such as Freshman Day of Service
- Serve on other campus committees as deemed appropriate
- Assist with COVID-19 response team.
- All other duties as assigned by the Executive Director of the Campus Involvement Center

QUALIFICATIONS

Master's degree in Student Personnel Administration or related field preferred

KNOWLEDGE/EXPERIENCE PREFERRED

- Familiarity with college student learning and development theories, including demonstrated knowledge of best practices in student engagement on a college campus.
- Commitment to and knowledge of multicultural and diversity issues.
- Demonstrated ability to work effectively with a wide range of constituencies in a diverse community.
- Experience working with first year and second-year student populations.
- Effective supervision, interpersonal, communication, and presentation skills.
- Knowledge of student support programs and services and organizing and coordinating skills.

COMPETENCIES

- Able to work in a fast-paced, team environment, must be available nights and weekends.
- Ability to motivate, develop, direct, and train assigned staff including coordinating and supervising work.
- Ability to foster a cooperative work environment.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to manage multiple tasks and effectively prioritize among competing needs.
- Ability to utilize assessment to guide initiative development.
- Confidentiality a must, strong communication, written and verbal skills, demonstrated leadership capabilities, supervisory experience, able to work in diverse population, prior budget experience necessary, be energetic, creative, and personable, valid drivers' license with clean driving record.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: OCCASIONAL

- LIFTING
- DRIVING
- PUSHING/PULLING
- DATA ENTRY
- CLIMBING
- OVERNIGHT TRAVEL

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

**Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu**

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Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.