



ANDERSON UNIVERSITY

Office of Work Life Engagement

Position announcement

Position: Coordinator of Student Engagement
Department: Department of Student Life
Reports to: Director of Student Success

Responsibilities: Develop and oversee co-curricular programs that involve students, faculty and staff in encouraging spiritual, academic, physical, cultural, and emotional development of the AU community. Lead administration of Campus Activities Board, Intramural Program, Clubs and Organizations, and Student Leadership Class, select and train student leaders, plan and implement weekend activities, schedule four intramural seasons, and conduct program evaluation. Collaborate with the Director of Student Success for Welcome Weekend programming. Work directly with faculty to plan events providing a “lab” experience & celebrating campus community. Direct the production of office publications & other promotional material produced by student activities. Provide advertising opportunities for the campus community. Regularly hold staff meetings & conduct one-on-one meetings with CAB and IM staff. Provide oversight for all of the Social Service and Interest Clubs on campus. Provide on-going advisor/officer training. Hold Officer Council meetings monthly. Provide oversight to Graduate Assistant for Student Programs. Manage budgets for Campus Activities Board & Intramurals.

Qualifications: A bachelor’s degree required, master’s degree preferred. Prior experience in event planning or programming. Must demonstrate ability to organize tasks and set priorities. Ability to communicate effectively to both groups and individuals from a diverse student population. Must show strong, vibrant leadership skills and the ability to work in a dynamic and changing higher education environment. Must be technologically savvy with applications including social media, Google Suite, and app/web page management. Must meet university lifestyle expectations.

Benefits: This is an 83% FTE (10-month) position paid over 12 months.
Eligible for university benefits.

Position Available: Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.