Leadership Programs Coordinator Position Description

The Harry T. Wilks Leadership Institute is the hub for leadership development in the Division of Student Affairs and plays a central role in creating a culture of leadership at Miami University. The Institute develops ethical and transformational leadership in Miami University students to ensure graduates are prepared and inspired to serve and lead beyond the university. The programs, initiatives, and opportunities provided by the Institute are guided by core values of ethics, authenticity, student-centeredness, professionalism, inclusion, and collaboration.

The Wilks Leadership Institute provides direction and support for the following programs:

- **Scholar Leader Living Learning Community**, upper-class, highly selective, residential living-learning community
- **Wilks Leadership Living Learning Community**, upper-class residential living-learning community focused on developing students across various domains of leadership
- **Wilks Leadership Fellow Program**, multi-year plan of individualized programming and coursework that develops leadership identity and competencies
- **LeaderShape**, intensive, 6-day educational experience designed to develop students to lead with integrity
- **U-Lead**, 4-day pre-semester leadership program for first-year students
- **Perlmutter Leadership Conference**, 1-day strengths-based student leadership conference
- **Wilks High School Leadership Conference**, 1-day leadership conference for local high school students and guidance counselors
- **Lessons in Leadership Series**, dialogue series for students to explore leadership within a variety of contexts
- **Academic Coursework**, develop and teach courses that introduce individual and organizational leadership theory, examine leadership in different contexts, and provide experiential activities that link theory and practice
- **Leadership Workshop Series**, four half-day workshops centered around core principles and values of leadership, as well as additional shorter workshops provided on request to student organizations
- **Leadership Speaker Series**, 1-2 speaker events per year to bring accomplished leaders to campus to meet with students, staff/faculty, and community members
- **Leadership Honor Societies**, principal advisement for two leadership honor societies: (1) Alpha Sigma Circle of Omicron Delta Kappa, the National Leadership Honor Society and (2) Sigma Alpha Pi, the National Society of Leadership and Success

**Job Summary/Basic Function**

Reporting to the Assistant Director of the Harry T. Wilks Leadership Institute, the Leadership Programs Coordinator will be responsible for providing logistical, administrative, supervisory, and advisory support for Wilks’ leadership development programs. The Leadership Programs Coordinator will collaborate with the Director, Assistant Director, and Graduate Assistant to develop and implement program assessments, assist in staff supervision, and foster close working relationships across the Division of Student Affairs and in the broader University and local communities.

**Basic Qualifications:**

- Master’s Degree in Student Affairs/Higher Education, Educational Leadership or related discipline conferred by June 30, 2014
- Demonstrated experience working in student leadership development and/or programming within a student affairs setting
- Knowledge and effective application of student development theories
- Proven ability to effectively work with diverse populations
• Demonstrate cultural competence in race, ethnicity, gender, gender identity, gender expression, sexual orientation, socioeconomic status, ability, ideology, religion, national origin, and other areas of diversity
• Demonstrated experience supervising undergraduate students
• Ability to develop and maintain effective working relationships
• Strong verbal and written communication skills with various levels of University constituents
• Ability to work independently and demonstrate initiative
• Strong organizational, problem solving, critical thinking, and interpersonal skills
• Ability and willingness to work evenings, nights and/or weekends as necessary to support programs

Preferred Qualifications:

• Knowledge and effective application of leadership development theories
• Experience instructing college-level leadership development courses
• Experience working with student organizations and/or living learning communities
• Experience managing social media technologies

Duties:

• Supervise 3-5 undergraduate student employees and, as applicable, graduate practicum students to support the work of the Wilks Leadership Institute; developing leadership skills and capacities from a student-development theory driven approach
• Provide primary administrative advisement of the Scholar Leader Living Learning Community
  o Partner with the Office of Residence Life and the Graduate Resident Director in charge of the halls to provide student support and assistance
  o Manage and award approximately 40 endowed scholarship funds; annual awards to approximately 75 students in the community total $150,000-$175,000
  o Facilitate housing assignments for the Scholar Leader Community
  o Oversee yearly multi-stage Scholar Leader recruitment and selection process of approximately 75 members
  o Coordinate, organize, and assess four sections of 2-credit EDL 290 Scholar Leader course; instruct at least one section each fall semester
  o Provide EDL 290 instructor recruitment, training, support, and assistance
  o Oversee planning and serve as adviser of 4-day Winter Immersion Service Experience (WISE) trip
  o Coordinate annual 3-day pre-semester Scholar Leader Retreat
  o Implement Scholar Leader assessment plan and assess learning outcomes
  o Provide administrative and logistical support for major initiatives and programs (i.e. MU Smiles Day, This I Believe Banquet, etc.)
• Supervise undergraduate student employee and collaborate to plan, market, implement, and assess yearly Lessons in Leadership Series
• Collaborate with Wilks staff to create, market, facilitate, and assess leadership workshop series
• Partner with Assistant Director and Graduate Assistant to coordinate Perlmutter Leadership Conference logistical details, planning, marketing, recruitment of facilitators and presenters, and conference assessment
• Serve as secondary adviser of Sigma Alpha Pi: The National Society of Leadership and Success student organization
• Serve as stakeholder to the first-year student Emerging Leaders Living Learning Community
• Work on a team and with Wilks’ students and staff in a collaborative environment
• Meet regularly with Director, Assistant Director, and Graduate Assistant to provide strategic planning and direction for the Wilks Leadership Institute
• Support Wilks’ marketing efforts (graphic design, website development, video development, social media, etc.)
• Establish and maintain effective working relationships with students, staff, faculty, alumni, and community members
• Actively participate in Student Affairs and University committees
• Fulfill other duties as assigned by the Wilks Leadership Institute, Division of Student Affairs, and/or Miami University

Miami University is a state-assisted comprehensive university located in southwestern Ohio. Established in 1809, Miami began collegiate instruction in 1824; since that time, Miami has grown to an enrollment of more than 20,000 students on five campuses. The central campus is in Oxford, a small city located 35 miles north of Cincinnati and 45 miles southwest of Dayton. Regional campuses are located in three nearby cities (Hamilton, Middletown, and West Chester) and a European Center in Luxembourg.

To Apply: Submit resume online at www.miamiujobs.com. Applicants must include a cover letter and list of three professional references. To ensure consideration, please apply by March 14, 2014. Review of submitted materials will begin on February 20, 2014.

Select candidates will be interviewed at The Placement Exchange on March 12-16, 2014 in Baltimore, Maryland. For candidates who are unable to attend The Placement Exchange, phone/skype interviews may be offered. For any questions please contact Kathy Jicinsky, Assistant Director of the Wilks Leadership Institute, at jicinska@miamioh.edu.

Start date: July 1, 2014

Compensation:
Twelve month, full-time position
Salary commensurate with experience
For any questions please contact Kathy Jicinsky, Assistant Director of the Wilks Leadership Institute at jicinska@miamioh.edu.

Equal Opportunity in Education and Employment
Miami University is an EOE/AA employer with smoke- and tobacco-free campuses. Miami’s Annual Security and Fire Safety Report with information on campus crime, fires, and safety may be found at: http://www.MiamiOH.edu/campus-safety/annual-report/index.html. Hard copy available upon request. Employment will require a criminal background check according to University guidelines.

Resources & Information for Applicants: http://www.MiamiOH.edu/oeeo/infoandresources-applicants