



Program Coordinator, Laspa Center

PRIMARY PURPOSE/GENERAL DESCRIPTION:

The Laspa Center for Leadership's mission is to develop and support future generations of women leaders, providing them with the necessary attributes, knowledge, and skills to succeed in the 21st Century.

This position will play an integral role in facilitating the vision for the Laspa Center and will help promote the leadership development necessary for the success of Scripps' students. The Program Coordinator will provide support to students, faculty, staff, and alumnae to carry out student initiatives and programs. This position will oversee the Scholars in Action student program and all other student programming offered at the Laspa Center, including a variety of campus-wide leadership institutes. In addition, this position will provide all necessary administrative support.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

- Work with student employees to develop the overall goal of the program, learning outcomes, and the most effective approach in implementing the learning objectives.
- Provide support to the certified leadership institutes offered on campus, including a campus-wide summer leadership institute; a social justice and leadership institute; and a health and wellness institute as well as an emerging leaders program.
- Recruit, hire, orientate, and supervise approximately 15 student employees.
- Coordinate logistics of events, convening, summits, and conferences; including making all necessary arrangements for visiting scholars and guest speakers.
- Provide all necessary support to the Steering Committee and Advisory Council as well as make student programming presentations at these meetings.
- Responsible for the development and implementation of community outreach through social media, editing a newsletter twice a year, updating the website, and acting as a liaison with the Office of Marketing and Communications on strategies for promoting Laspa.
- Coordinate office and Director's calendar; coordinate database of potential speakers and volunteers.
- Manage all clerical and accounting duties related to the Center.

- Active support for the College's Principles of Community and Principles of Diversity in the performance of job duties.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Individual must possess knowledge, skills, and ability to be able to successfully perform the essential functions of this position, or be able to explain or demonstrate how the essential functions will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Candidates must possess program planning and clerical skills with a minimum of two years relevant experience.
- Excellent project management and organizational skills; ability to handle multiple projects concurrently.
- Highly refined written and oral communication skills, including public speaking.
- Ability to be proactive and work independently, as well as collaboratively.
- Highly developed interpersonal skills.
- Must have superior skills in managing details.
- Working knowledge of principles and practices of leadership theory.

QUALIFICATION STANDARDS:

EDUCATION & EXPERIENCE:

- A degree in related field. Master's degree preferred.
- Must have at least 2 years' relevant experience.
- Understanding of leadership practice or theory.

LICENSES / CERTIFICATES:

None.

OTHER:

HOURS & CLASSIFICATION AND STATUS:

This is a regular, full-time, 12-month, benefits-eligible, non-exempt position.

The regular hours for this position are Monday-Friday 8:00 a.m. to 5:00 p.m.
Hours may vary due to the needs of the College or department.

Must be able to work some evenings and weekends.

SUPERVISORY RESPONSIBILITY:

Will supervise student employees.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate.

Physical and Mental Requirements

Ability to maintain good concentration level while dealing with interruptions; attention to details with emphasis on accuracy; capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans.

Sitting in a normal seated position for extended periods of time. Standing for extended periods of time. Reaching and extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than the whole hand(s), or arm(s), for example, using a keyboard. Communication skills using the spoken word. Ability to see within normal parameters. Ability to hear within normal parameters. Ability to bend and stoop, for example, to file. Ability to move about. Ability to lift and carry short distances up to 20 lbs., for example to lift or move office supplies, files, books and packages.

At-Will Employment

Regular employment at the College is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Scripps College is an At-Will employer. Employees, and likewise the College, are free to end the employment relationship at any time, for any reason, with or without notice or cause, unless otherwise prohibited by law.

Scripps College is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, sexual orientation, gender identity, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local law.