



Classification Description

Job Title: Coordinator, Student Leadership and Student Media

Pay Grade: 109

Job Code: 4222

FLSA Status: Exempt

Job Purpose

The Coordinator, Student Leadership and Student Media plans and implements co-curricular leadership development programs and initiatives College-wide. This position advises and engages student leaders that participate in departmental programs, and connects students to campus leadership opportunities. This position reports to the Director, Student Leadership.

General Responsibilities

Essential Functions

Provides support to the FSW L.E.A.D.S. Center on all campuses; works with department leadership to identify resources and content for the development of L.E.A.D.S. Center.

Utilizes best practices, FSW student development curriculum, and leadership development theories to create programming and initiatives that focuses on self, social, global, and educational awareness.

Assists with Student Media under the direction of the Director, Student Leadership.

Advises and manages Leadership Academy tiered system (Emerging Leader, Engaged Leader, Empowered Leader, Leadership Coach), workshops, and experiential learning opportunities.

Serves as co-advisor for Alpha Phi Omega (APO); ensures student participants meet goals and standards of APO national organization.

Develops service learning opportunities through FSW Serves programming.

Establishes and maintains strong network of internal and external partnerships to support leadership development initiatives.

Leads committees, as needed, to garner support, input, and collaboration for larger initiatives.

Collaborates with College leadership to assess student needs and makes recommendations to expand leadership development opportunities and resources for students.

COORDINATOR, STUDENT LEADERSHIP AND STUDENT MEDIA

Implements, or provides oversight of, the use of social media as it relates to the Student Engagement FSW social media, Bucs Corner, to publicize department and enhance student involvement. Under the direction of the Director, directs with Student Media for all FSW students.

Serves as the developer of the Student Media curriculum for Student Affairs. This includes, but is not limited to, managing social media for Student Media, managing and creating Pod Casts, Student Stories, Student Media Bucs Corner, and working collaboratively with the Marketing and Student Communication Office on various projects.

Engages in regular outreach for Student Media on behalf of Student Affairs.

Serves as advisor for student paper, and selects the Editor in Chief, and with the Editor in Chief, selects the remaining staff for the student newspaper. The Coordinator will serve as the advisor for all student media outlets.

Responsible for the creation of the Student Media Curriculum for all of student media and implements and advises students on student media podcasts, YouTube, channels, the student newspaper and all student media for FSW. Works with Marketing & Student Communication to disseminate the messaging to the students.

Advises Student Media Advisory board. Implements changes to the student newspaper and other relevant student media, with approval from the board, assists in recruitment for Student Media Board, and is responsible for creating and maintaining the Student Media Advisory board governing document.

Provides training for Student Media Advisory Board.

Establishes and monitors the Student Media budget.

Actively promotes, in both traditional and non-traditional mediums, opportunities for the campus to achieve maximum participation from FSW students; seek opportunities for internal promotion of Student Leadership programs, initiatives, and resources.

Develops and implements leadership opportunities to enhance the academic experience through services and diverse programming that allows students to pursue their goals and fulfill their personal, social and intellectual growth and development.

In collaboration with department leadership, creates and maintains plans for the purpose of evaluating effectiveness of programs; collects and compiles program data; monitors programs effectiveness and makes recommendations for continuous improvement.

Serves as the campus co-advisor to the Student Government Association (Collier and Charlotte) and ensures maximum student participation is within the policies and rules of the College. Travels with the students to district, state, and other related meetings/conferences.

Works with CARE Services to provide support and resources to all FSW students.

Ensures adherence to College policies, procedures and rules governing student groups.

COORDINATOR, STUDENT LEADERSHIP AND STUDENT MEDIA

In collaboration with Department leadership, plans budget for area of responsibility.

Hires, trains, supervises and evaluates assigned staff and student workers.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business, communications, public relations, English or a related field.

Three (3) years of full time, professional work experience in a student services area of higher education or related field. Appropriate combination of education and experience may be substituted.

Ability to travel to businesses, schools and other community contact locations independently.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel, and Publisher) and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Communicate effectively and have consistent follow through.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.

COORDINATOR, STUDENT LEADERSHIP AND STUDENT MEDIA

- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 40 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 3, 2023.