



## Classification Description

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**Job Title:** Coordinator, Student Leadership and CARE Services

**Pay Grade:** 109

**Job Code:** 3888

**FLSA Status:** Exempt

### **Job Purpose**

The Coordinator, Student Leadership and Care Services plans and implements co-curricular leadership development programs initiatives College-wide. This position advises and engages student leaders that participate in departmental programs, and connects students to campus leadership opportunities. In addition, this position works collaboratively with CARE Services and Adaptive Services staff to support and promote campus resources. This position reports to the Director, Student Leadership.

### **General Responsibilities**

#### **Essential Functions**

##### **Student Leadership**

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.

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

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

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.

## COORDINATOR, STUDENT LEADERSHIP AND CARE SERVICES

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 (Lee and Hendry-Glades) 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.

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

### **CARE Services**

Acts as a Student Life Care Manager for students enrolled at their assigned campus/center.

Coordinates services for students in need, while locating and securing critical resources in the community.

Enhances and strengthens relationships throughout the campus community.

Follows up with students to ensure access of services and execution of care plan.

Maintains and gains knowledge of student development theory, case management, and/or social work.

Participates collaboratively with crisis interventions and victim advocacy.

Documents Care plan in Maxient.

Presents Students of Concern in CARE Team meetings.

Develops and distributes reports, forms, and educational materials.

Operates and maintains the food pantry including, but not limited to, coordinating deliveries, stocking the pantry, and reporting data to the Assistant Dean of Students; follows all regulatory and safety protocols as required by the Harry Chapin Food Bank.

### **Office of ADaptive Services**

Represents FSW's Office of Adaptive Services at the campus/center and is readily available to provide exceptional customer service to students and others seeking information regarding the self-identification process.

## COORDINATOR, STUDENT LEADERSHIP AND CARE SERVICES

Reviews students' documentation and uses independent judgment to determine appropriate accommodations based on documentation, conversations with the student, and/or professor/Dean's observations and suggestions.

Facilitates communication and direct interaction with faculty/staff regarding accommodations and services available for students.

Promotes the enrollment of students with disabilities into vocational and educational programs, both off-campus and on-campus.

Understands, applies and explains to others College policies and procedures related to the services performed by the Adaptive Services Office.

Serves as a resource for faculty/staff.

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 social work, counseling, or related field.

Two (2) years professional, full-time work experience. Appropriate combination of education and experience may be substituted.

Ability to independently travel to all FSW campuses and other locations for College business.

Demonstrated experience using a personal computer, Microsoft Office software applications such as MS Word, Excel and Outlook email.

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.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

## COORDINATOR, STUDENT LEADERSHIP AND CARE SERVICES

- 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.
- 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 20 or more pounds.

Environmental: Normal general office.

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

Approved: November 17, 2023.