



Classification Description

Job Title: Coordinator, Leadership and Civic Engagement

Pay Grade: 109

Job Code: 3888

FLSA Status: Exempt

Job Purpose

The Coordinator, Leadership and Civic Engagement plans, implements, and evaluates co-curricular leadership development program initiatives College-wide. This position plays a critical role in advising student leaders, fostering community and campus engagement, and promoting holistic student development through innovative, high-impact practices. The Coordinator collaborates across departments to support student success and connect students to leadership and engagement opportunities on campus and in the community. This position reports to the Assistant 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 in alignment with student needs and institutional goals.

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

Supports the planning, coordination, and execution of signature leadership programs, such as *Accelerate Your Leadership*, including Empower, Leadership Launch, Leadership Refuel, and Bucs Excursion.

Serves as the advisor for the student media organization *Bucs Breakdown*.

Develops and facilitates curriculum for community engagement programs and initiatives, including *Rise Up!*.

Coordinates individual leadership consultations for students seeking guidance and support in their personal leadership and career development.

Co-advises the Legacy Leadership Training program, providing mentorship and support to student participants as they prepare for advanced leadership roles.

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Establishes and maintains a 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.

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

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 lead advisor to the Student Government Association and ensures maximum student participation is within the policies and rules of the College.

Provides guidance and mentorship for PanSGA.

Coordinates and travels with students to attend leadership conferences, trainings, and statewide or national student government conferences, providing logistical support and ensuring positive, developmental experiences.

Supervises student staff, including work-study employees, by providing training, mentorship, and ongoing performance support to enhance operational efficiency and student development.

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

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.

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Two (2) years of professional, full-time work experience. An 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.
- 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.

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- 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: August 6, 2025.