

Position Description

Position Title		Today's Date
Coordinator, Student Activities and Advising		7/30/25
Appointment (9mos. / 12 mos. / Other)	FLSA	
12 months	Exempt	
Position Type	Work Location	
Unclassified	Monmouth	
Department/Division	Position Number	
Student Engagement/Student Affairs	E99765	
Reports to	Reports to Position Number	
Director	E99322	

SUMMARY

A summary of the position here.

The Coordinator, Student Activities & Advising supports campus community building and student body engagement through the planning and implementation of mid- and large-scale activities and programs, including traditional department-sponsored activities like Homecoming, Holiday Tree Lighting, and Black Graduation; supervision of the Program Assistant for Activities, a student position that supports additional small- and mid-size student-centered programs and activities; and advisement to the Student Activities Board in their development of successful programs. The Coordinator oversees the Wolfpack Lounge. The Coordinator also serves on the advising team for ASWOU (student government).

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

JOB DUTIES (Please ensure the total of “% of Time” equals 100%)

% of Time	Duties / Responsibilities	Essential or Incidental
65%	<u>Student Activities</u> <ul style="list-style-type: none"> Supervise Program Assistant for Activities student position in the planning and execution of student-centered programs and activities, including but not limited to Prep Week, WOU Birthday, and Holocaust Remembrance Day. In addition, member of the Student Engagement Program Assistant hiring Team. Assist the Director in developing and managing relevant activity codes within the Leadership, Inclusion and Activities programming budget (SEO902). Assess and evaluate activities annually to measure effectiveness, progress towards intended outcomes, ensure accessibility and note areas for improvement. Creation and execution of various marketing strategies and techniques for activities, workshops, Werner University Center, etc for Student Engagement. Advise other areas that Student Engagement supports, 	Essential

	<p>with Marketing strategies. Serve on Campus Marketing Committees as time permits.</p> <ul style="list-style-type: none"> ● Research opportunities for grants or collaborative cost sharing for activities. ● WolfPack Lounge <ul style="list-style-type: none"> ○ Oversee the operations of the WolfPack Lounge including resource offerings, activities, etc. Use assessment data from students as well as people counters to guide changes so offerings do not become static. ○ Continue the Makerspace program within the Wolfpack lounge. This includes programming, purchase of supplies using grant or Student Engagement funds, tweaking offerings based on student input, etc. ● Plan and execute Black Graduation program in collaboration with campus partners. ● Having activities/programs or collaborating with other WOU depts, local community agencies or student organizations on activities/programs that have a theme and/or educational component that provides opportunities to as many student populations as possible. Except fully online students as another position focuses on that population. ● Develop event planning resources for student organizations and educational training for organization advisors to help encourage successful student-led campus programs, i.e. Student Event Toolkit. <p><u>Community Activities</u></p> <ul style="list-style-type: none"> ● Plan, execute, and coordinate with relevant campus and community partners on traditional campus programs, including but not limited to Homecoming, Holiday Tree Lighting, WOU Wednesday, etc. These programs should provide opportunities for personal growth, building community and civic engagement. Accessibility is a key component to that. ● Work with Student Engagement co-curricular team and CCT student employee on varied aspects of the co-curricular transcript (CCT). From activities offered and points connected to them, civic engagement experiences available and marketed, etc. ● Collaborative work in order to share costs and personnel (i.e. City of Monmouth, Alumni relations, Chamber of Commerce, WOU departments,), etc. ● Provide activity support to promote school spirit and community building. This could include but is not limited to being at a basketball game with swag, help market larger student activities with the hopes of increased attendance, having pre-event activities in the Wolfpack lounge to promote it, etc. Some direct support is participating in the July 4th community parade, MI Halloween activity on October 31st, etc. ● Collaborating with the Monmouth/Independence community to build the town and gown relationship. This typically includes attending Community Outreach meetings with the City of Monmouth, MBA and WOU; MBA monthly meetings; Welcome to MI town committee connected to Pack Welcome week; Making Spirits Bright committee, etc. 	
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30%	<u>Advising</u> Student Activities Board (SAB) <ul style="list-style-type: none"> Advise and mentor SAB in developing successful programs as a student run and lead board of paid and volunteer students. Assist SAB Coordinator(s) in developing and managing the SAB budget (SEO903) and their presentation to the Incidental Fee Committee in Winter Term. Provide development opportunities to SAB students to train them to be effective activity planners, group motivators, and contributors to the community. Encourage connections with other student-led activities board in higher education institutions for activity ideas. As well as advisors for mentorship ideas. <u>Student Government Advising</u> <ul style="list-style-type: none"> Provide guidance, oversight, and support for the Associated Students of Western Oregon University (ASWOU) as part of the Student Engagement advising team for the organization. Provide mentorship for all members of ASWOU Serve as lead advisor for the ASWOU Judicial Branch Serve as lead advisor for ASWOU Rechartering and provide additional support to the ASWOU Student Organizations Director during that time. Contribute to creation and facilitation of training and developments for ASWOU and student organization leaders. Connecting with student government advisors at other higher education institutions for ideas, talking through challenges, etc. 	Essential
5%	<u>Other Duties as Assigned</u>	Incidental

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- List skills and abilities necessary to be successful in position.
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff.
- For classified positions, please see classification specifications found at <https://fa.oregonstate.edu/classification-specifications> to assist with any particular specifications requirements for the position. Please contact HR with questions.**

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Education			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	

Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	x	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	x	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

Experience			Type of Experience
Years of Experience	Required	Preferred	
<input type="checkbox"/> No experience			
1-2 years	x	<input type="checkbox"/>	demonstrated experience with event planning as well as advising organizations and/or managing groups/teams.
3-5 years	<input type="checkbox"/>	x	Budget experience, Assessment experience, demonstrated community building and partnership experience

CERTIFICATES, LICENSES, REGISTRATIONS		
(Select all that apply)	Required	Preferred
<input type="checkbox"/> None		
Driver's license	<input type="checkbox"/>	X
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>
Professional license	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Certification	<input type="checkbox"/>	<input type="checkbox"/>
Please specify required professional license(s), registration(s), and or certification(s), if applicable:		
Click or tap here to enter text.		

SUPERVISION		
The practice of oversight given to others. Supervision typically includes directing work activities, counseling, disciplinary actions, hiring, firing, salary actions, performance appraisal, training, etc.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input checked="" type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve	<input type="checkbox"/>

	absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If supervisor position, please list direct reports to employee:		
<u>Employee(s)</u>		<u>Job Title</u>
Student Program Assistants Student Activities Board		Program Assistants Student Activities Board paid members

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the PD user guides.	
Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	School/College/Division
Autonomy and Discretion:	Broad Latitude
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$ Click or tap here to enter text.
Grant funding (\$):	\$ Click or tap here to enter text.
Number of Grants:	Click or tap here to enter text.
Foundation Funding (\$):	\$ Click or tap here to enter text.
Number of Foundation Funds:	Click or tap here to enter text.
Agency Funding (\$):	\$ Click or tap here to enter text.

WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input checked="" type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Twisting/Bending
	<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights

<input type="checkbox"/> Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment <input type="checkbox"/> Noise <input checked="" type="checkbox"/> Potential Combative Work Environment <input checked="" type="checkbox"/> Traffic <input checked="" type="checkbox"/> Weather Extremes	<input checked="" type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input checked="" type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Up to 50 pounds
Additional Physical Demands or Work Conditions:	Click or tap here to enter text.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	Evenings and weekends as needed

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			

NOTES: