



Internal/External	External
Position Title	Coordinator for Student Engagement
TTC Title and Code	Residence Life Coordinator III (AE089)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Residential Living, 601 Division <u>Supervisor</u> : Julie Zsido, Associate Director of Housing and Residence Life
University Staff Information	<u>Pay Schedule-range</u> : minimum \$45,000, based on qualifications and experience
Department	Housing and Residence Life
Department Description	Building a safe, vibrant community of Pointers is the mission of our Housing and Residence Life department. We accomplish this in the following ways: <ul style="list-style-type: none"> <li>- Fostering an inclusive environment that provides a safe, accessible and respectful community</li> <li>- Caring for our financial and environmental resources in a sustainable manner</li> <li>- Cultivating individuals who are responsible global citizens</li> <li>- Ever striving to provide exceptional service to our students</li> <li>-Applying innovative thinking and actions to ensure continuous improvement in our halls and programs</li> <li>- Encouraging the holistic development of individuals in their personal and professional endeavors</li> </ul>
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit <a href="http://www.joinuwsp.org">www.joinuwsp.org</a> for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit <a href="http://www.EverythingPointsHere.com">www.EverythingPointsHere.com</a> .
Position Summary	The department seeks candidates for a Coordinator for Student Engagement, which is a full-time, 12-month central staff position and reports to the Associate Director of Housing and Residence Life. The Coordinator for Student Engagement will provide oversight and direction for all student staff selection and training, plus volunteer management and development. In addition, this position will lead departmental initiatives in all equity, diversity, and inclusion training and programs. This position will be pivotal in serving as leadership coach for the Residence Hall Association and the Julie E Zsido Chapter of the National Residence Hall Honorary, which provide campus programming, policy recommendations, and recognition efforts to our campus community.
Required Qualifications	<ul style="list-style-type: none"> <li>- Master's degree in Student Affairs, Leadership Development, Higher Education Administration, or related field</li> <li>- A minimum 5 years of post-master's degree experience with progressive responsibilities working in residence hall communities</li> <li>- Demonstrated experience with student leader training and development</li> </ul>



Preferred Qualifications	<ul style="list-style-type: none"> <li>- Demonstrated administrative skills and ability to manage competing priorities</li> <li>- Demonstrated experience with developing equity, diversity, and inclusion training and initiatives</li> <li>- Demonstrated skills with all forms of communication</li> </ul> <hr/> <ul style="list-style-type: none"> <li>- Over 5 years of post-master's degree experience with progressive responsibilities</li> <li>- Demonstrated experience working with volunteers</li> <li>- Demonstrated passion for college student development and leadership coaching</li> <li>- Experience working with a campus residence hall association and/or National Residence Hall Honorary chapters</li> <li>- Demonstrated leadership and training in equity and inclusivity</li> </ul>
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the "My Activities" link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the "How To Apply" document for more information.</p>
Anticipated Appointment Date	<p>July 5, 2022</p>
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our <a href="#">Total Rewards page</a>.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on March 18, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Cover letter addressing qualifications and experience</li> <li>- Resume</li> <li>- Contact information for three professional references</li> </ul>
Required Materials	<p>(Official Transcripts required of finalist)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email:          Stacey Duellman, Chair, Search and Screen Committee          Email: <a href="mailto:sduellma@uwsp.edu">sduellma@uwsp.edu</a>          Phone: 715-346-2789</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:          Human Resources          Email: <a href="mailto:human.resources@uwsp.edu">human.resources@uwsp.edu</a>          Phone: 715-346-2606</p>



University of Wisconsin  
**Stevens Point**

2100 Main Street - Stevens Point, WI 54481  
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[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

## Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or [hr@uwsp.edu](mailto:hr@uwsp.edu).

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study/](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/)."

\*PTO offering prorated based on start date and hours worked.



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