Job Title: Engagement Coordinator (Undergraduate)

Hours per Week: 12 hours/week  
Reports to: Stephanie Alderson, M.A.

Work Location: 340 Nebraska Union  
Pay per Hour: $9.00

GPA Requirement: 2.5 Every Semester

Position is available: August-May (Academic Year – some summer work may be possible)

Basic Function:
The Engagement Coordinator helps staff the Women’s Center, works collaboratively with the other center staff and volunteers, and the LGBTQ+ staff. The Engagement Coordinator is responsible for working with the Students with Children RSO, and facilitates, plans, and helps provide programs, resources, and outreach for students with children.

Responsibilities:

1. Coordinate the following long-term programming:
   a. Students with Children
   b. Masculinities programming
   c. Assist with the Gender Equity Conference
2. Work with the Women’s Center Assistant Director and Graduate Assistant and other student staff to identify the needs of students with children and identify campus and community resources available to address those needs. The Engagement Coordinator will work with the Library Coordinator to identify resources and materials, the Events Coordinator on programming, and will work with the Outreach Coordinator on outreach and education around SWC.
3. Work with the RSO to recruit participants; coordinate regular meetings and outreach; and help develop, implement and assess relevant programming.
4. Collaborate with existing committees and departments that advocate for and provide services for students with children, including the Chancellor’s Commission on the Status of Women and the Center for Academic Success and Transition. The Events Coordinator will engage in outreach to graduate students, non-traditional students, military and veterans and/or other groups that may have a higher proportion of parents.
5. Maintain an active social media presence to raise awareness of SWC programs and resource information, in conjunction in the Outreach Coordinator.
6. Establish relationships with student organizations that may have student parent members, including the Student Veterans Organization, international student organizations, and others.
7. Attend Women’s Center staff meetings and utilize information sharing/communication methods effectively including Outlook and voicemail.
8. As a Women’s Center staff member, will help staff the center, create a welcoming environment, and be able to help visitors access the library and other WC services.
9. Assist with other programs and activities as assigned by Women’s Center Director.
10. Works with the Graduate Assistant (GA), Assistant Director, and other undergraduate and graduate student staff at the center to help fulfill the center’s mission.
11. Serves as a liaison to the Women’s Center and other organizations, departments, faculty,
It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion or political affiliation.

staff and students on campus as well as in the community to facilitate collaborative programming. Assists with developing, implementing, and evaluating programming.

12. Works with the Events Coordinator and GA to ensure that posters and other publicity are distributed in a timely way, and to connect volunteers with campus and community events.

13. Works with the President of SWC and other members of the organization to help facilitate outreach, education, compile resource information and programming.

14. Works with the GA and other staff to develop and implement campus and community programs.

15. Keeps the Assistant Director and GA updated and aware of outreach efforts and work progress.

16. Works with the Events Coordinator and GA to brainstorm programming ideas for Masculinities programming; develops the programming; reserves space related to the programming; works with the Outreach Coordinator to ensure that the programming is well publicized.

17. Assists the GA with developing and implementing the Gender Equity Conference.

**Content Area Responsibilities 90-95%**

1. Post to the SWC social media about programming, current events, opportunities for activism, and other educational information. Assist SWC with recruitment, retention, and programming.

2. Assist with the daily operating functions of the Center, including staffing the office, cleanliness of the center, maintaining a calendar, operating ResourceMate, working cooperatively and collaboratively with other/all center staff and volunteers. Working with the library/resource coordinator to update and publicize awareness days, weeks and months.

3. Update program assessment documents (purpose of the program, attendance, volunteers, goals, outcome, and recommendations).

4. Attend center staff and WC meetings and use information sharing and communication methods including email, social media, listservs, and voicemail effectively and appropriately. Submits events to other organizations and department newsletters (e.g., RSO, WGS, OASIS, LGBTQA+, and Women’s Center).

5. Responsible for content of the WC SWC web page, which may be developed in conjunction with SWC. Helps manage the SWC Facebook page and listserv.

6. Staff and attend programs, booths, and other events as needed. Keep track of center contacts, and outreach efforts (statistics) and assist with compiling center statistics for outreach and for the center on a monthly basis and by semester. Assist with progress reports.

7. Other duties as assigned.

**Other Responsibilities 5-10%**

8. Participate as an active staff member in all training, orientation, and staff development meetings, programs and committees.
9. Help staff WC events and other programming. Some weekend and evening work is required.

10. Assist in the development of collaborative projects across other content areas when possible.

11. Assist in the development of collaborative projects with other campus offices/departments/divisions as opportunities arise to help achieve the goals and mission of the Center.

12. Assist students and other customers as needed.

Requirement: Must be enrolled and attending UNL during the academic year.

Special Qualifications: The ability to function well in a multiuse environment with a variety of programs, services and demands.

Qualifications:

1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
   a. Comfortable working with students, faculty, staff and with public speaking and giving presentations.
   b. Able to represent the Women’s Center effectively and professionally.
   c. Strong organizational and time management skills.
   d. Strong writing and interpersonal skills.

2. Ability to:
   a. ask questions when information or guidance is needed;
   b. work independently with minimal direction;
   c. work well as part of a team (the center’s student staff and volunteers and professional staff);
   d. use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher);
   e. learn about, and provide information about the center, our programming and services;
   f. learn about and support a social justice approach and understand the intersections of identities and the interconnected nature of power and privilege;
   g. manage details effectively; and
   h. facilitate focus and discussion groups.

3. Reliable and responsible fulfillment of job responsibilities.

4. Ability to welcome, include and engage individuals coming to the center, student staff and volunteers (assist in the development and maintenance of brave space).

5. Work well with the other center staff, volunteers, program attendees and the assistant director and director.