
Engagement Coordinator (EC) Job Description

Title: Engagement Coordinator (EC)

Date: August 2021 – May 2022

Compensation: A semester stipend (paid bi-weekly) from start date in August through last day of spring semester classes in May, working at least 5 office hours per week with additional adjustments in hours to accommodate planned programming and special on-campus University events, such as open houses

I. Reporting Relationships

Position Reports to: Director of Student Engagement and Community Programs and/or other designee within the Office of Student Engagement and Community Programs

Supervisory Responsibility: None

Position Backup is: None

II. Basic Function

The Engagement Coordinator (EC) assists with developing a strong Notre Dame community by providing support, programming, and connecting both traditional and non-traditional students to campus resources and thoughtful experiences throughout their collegiate career at Notre Dame of Maryland University. The EC will articulate for students the philosophy and policies of the Office of Student Engagement and Community Programs, the Division of Student Life and the University, serving as an integral resource and leadership model for students while representing the office, division and university. The EC will play an integral part in the success of the Office of Student Engagement and Community Programs initiatives through their dedication and efforts to serve the entire student population at Notre Dame.

III. Essential Functions

1. Participate in annual training as required by the Office of Student Engagement and Community Programs.
2. Plan monthly programs a semester to encourage non-traditional student involvement on campus and engagement via other means (i.e., online presence for online student populations), as applicable.
3. Facilitate community locker rental process each semester in collaboration with the Student Life Information Desk Assistants/Office of Housing and Residence Life.
4. Assist the Office of Student Engagement and Community Programs with the development and maintenance of non-traditional and professional student population resources, including updating information in designated areas on campus, online website resources, and content for social media outreach to enhance a vibrant campus life for a variety of student populations.
 1. Assist in the communications strategy for conveying this information regarding resources and upcoming initiatives.

5. Participate in large-scale university events including Welcome Week, student organization involvement fairs, orientations, etc.
6. Administrative Tasks
 1. Attend all weekly staff meetings, monthly Student Engagement leader meetings and contribute to the efficient functioning of the campus community.
 2. Complete necessary reports and forms for planning and assessing programs.
 3. Create flyers and promote via social media.
 4. Disseminate information (e.g. flyers, posters, informational bulletin boards, newsletters and meetings) in a timely manner.
 5. Check your NDMU email and respond within an appropriate timeframe contingent on the urgency of any inquiry or needed information.
 6. Check your EC mailbox, which is located in MBK 220, weekly.
 7. Be familiar with and knowledgeable about all information distributed during EC training, staff meetings, and other supplemental information in regards to the function of the EC position
7. Other duties as assigned.

IV. Expectations

1. Community Development
 1. ECs will hold 5 publicized “office” hours per week to be held in designated spaces on the University’s main campus.
 2. Assist students with personal, social, and academic issues.
 3. Respect and maintain appropriate staff and student confidentiality.
 4. Assist in the development of an educationally supportive environment by providing effective educational activities.
 5. Encourage personal responsibility on the part of every community member.
2. Community Resource
 1. Report all emergencies, high level situations, and community concerns to your supervisor.
 2. Be familiar with all campus and community resources to assist students with questions and/or issues.
 3. Act as a referral agent for students to different campus and community resources.
3. Communication
 1. Maintain ongoing communication with the Director of Student Engagement and Community Programs, fellow ECs, and Graduate Assistant.
4. Role Model
 1. Be a positive role model in representing the Office of Student Engagement and Community Programs and the University at all times, defined but not limited to things done electronically, behaviorally, and visually.
 2. Must abide by all federal, state and local laws.
 3. Must abide by all University and code of conduct policies

V. Qualifications

- a. Must have attended Notre Dame of Maryland University at least one full semester as a full-time undergraduate student OR as a part-time graduate studies student. Full-time and part-time student status is defined by the NDMU Registrar's Office guidelines (<http://www.ndm.edu/registrar/definition-full-time-credit-load>).
- b. At a minimum, ECs are required to maintain both a 2.5 cumulative GPA AND a 2.5 semester GPA throughout their terms of employment.

- c. An EC cannot be on academic probation.
- d. Must be in good judicial standing:
 - i. Your last judicial issue must be beyond one (1) academic year at time of application date.
- e. Any offered position is contingent on end of year academic AND judicial status and/or these requirements are to be maintained throughout the academic year while in this position