

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2022-23**



Position Title:	Residence Life Programming Coordinator
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	St. Catherine University
Institution Description:	Private 4-year institution, dedicated to educating women to lead and influence. With social justice as our commitment, we are a Veteran’s Serving and AAPI serving institution with social justice at the root of our work.
Supervisor:	Associate Director of Resident Persistence – Katie Kelly
Department Description:	Our department is key in resident persistence and completion. This position will be charged with developing Traditions that support belonging and connection.

Appointment: <input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: ()	Compensation: <input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Remuneration: Week Hours: 10-20 Payment Frequency: Bi-weekly Additional Notes:
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Position Description & Responsibilities

POSITION PURPOSE:

The Program Coordinator serves as a program planner and resource for the Residence Life staff and Programming Team, whose purpose is to serve and center students in belonging, learning, and living. The PC oversees the department-wide programming and initiatives to ensure it is meeting the needs of residential students and goals set by Residence Life.

Program Coordinator Responsibilities**Overall**

- Position is a 10-month from August-May
- Participate in Residence Life Staff training as it pertains to Programming
- Collaborate with Associate Director to create and implement programming goals, assessment techniques, and expectations for Residence Life Programming Team, holding them accountable when appropriate
- Serve as supervising and guiding presence at programs sponsored or put on by Residence Life Programming Team, including night and weekend programming
- Meet weekly with the supervisor
- Serve in an on-call capacity – opportunity if wanted

Supervision

- Supervise two to three Program Assistants
- Train Residence Life staff on programming, event promotion, and community development
- Lead weekly staff meetings, approximately one hour in length
- Meet one-to-one with Programming Assistants biweekly and as needed

Programming

- Lead in the creation and implementation of Residence Life Traditions
- Act as a liaison with other departments/offices on campus to promote partnerships
- Track and manage programming budgets
- Work with RL staff and other campus members to plan community-wide events, which may include Orientation/Move-In programming, Citizen Katie, and Dew Drop Bop
- Management of Residence Life Resource Room, including organization, ordering, and tracking, etc.
- Coordinate programming purchasing/shopping for Programming Team
- Act as a representative of Residence Life in any matters or duties that may be assigned by the Residence Life staff

Additional Expectations

Hours will vary and many will be nights and weekends, due to the nature of the position.

Please refer to the St. Catherine University, Human Resources, Student Employment Guide at <http://minerva.stkate.edu/studentemploy.nsf/pages/employee> for additional information and expectations.

Qualifications**Position Requirements:**

- Ability to work an average of 10-20 hours per week
- Ability to commit to all dates of service, as outlined in this job description
- Ability to work nights and weekends for program attendance
- Valid Minnesota Driver's License
- Ability to get van certified prior to start of academic year
- Able to lift 20 lbs.

Preferred Qualifications

- Experience in Residence Life

Application process & requirements

- **Contact Name:** Amanda Perrin
- **Address:** 2004 Randolph Ave, St. Paul, MN 55105
- **Phone:** 651.690.6974
- **Email:** aeperrin655@stkate.edu
- **Materials Needed:** Cover letter, Resume

Instructions for applying: Email if interested, and we will let you know once posted! We're excited for you to apply.

Anticipated timeline for scheduling Interviews: Hope to interview in March (after RA selection) and make an offer in April.

