Position Title: Student & Faculty Engagement Coordinator
Position #: 00125367
Department: Centre for Dialogue
Employee Group: APSA
Reports to: Associate Director
Reports to #: 00101586

POSITION SUMMARY

The Student and Faculty Engagement Coordinator supports and deepens the Morris J. Wosk Centre for Dialogue’s engagement with students and faculties through programming and other structured student opportunities. The Coordinator is responsible for coordinating, executing, documenting and evaluating dialogues with faculties and provides leadership in the development and implementation of student experiential learning opportunities such as student-led programming and meaningful work and volunteer opportunities. The incumbent is responsible for establishing and maintaining relationships with students and faculty and documenting, evaluating and reporting on the overall success of the Centre’s student and faculty engagement portfolio.

DUTIES AND RESPONSIBILITIES

1. Supports and deepens the Centre’s engagement with students and faculty through programming by:
   - Coordinating and executing dialogues with SFU faculties to increase their access to the Centre’s facilities, and build and strengthen linkages between academics and the community.
   - Managing all logistics of event planning which include researching and booking venues, organizing planning meetings, catering, sending invitations and tracking registration numbers, managing attendee lists, communications and outreach, financial management of the budget and post-evaluation of the event.
   - Obtaining buy-in, support and resources from faculty and works closely with faculty and its administration to execute dialogues and documenting and evaluating dialogues, and sharing templates and practices with faculty to help build their future convening capacity.

2. Creates opportunities for student-led programming and involvement with the Centre by:
   - Coordinating the Centre’s experiential education opportunities such as student fellowships, certificate programs, student-led programming and other experiential learning opportunities, as determined through consultation with SFU stakeholders.
   - Developing a volunteer program and other structured learning opportunities including standard job descriptions and a training manual.
   - Planning, developing and implementing opportunities for students to broaden their professional development, convening skills and networks.
   - Researching opportunities and collaborating with student initiatives which exist within the university.
   - Creating and implementing a communications plan to advertise available student opportunities at the Centre under the guidance of the Centre’s Communications Manager.
   - Building a Centre alumni strategy in consultation with alumni.
   - Documenting, evaluating and reporting on the success of the Centre’s student and faculty engagement portfolio.

3. Responsible for the recruitment, training and supervision of volunteers, work-study students and co-op students by:
   - Creating work schedules
   - Providing mentorship and coaching
   - Evaluates performance and initiates corrective action to provide a motivating, supporting and rewarding work environment for students

4. Establishes and maintains relationships in the university by:
   - Developing and maintaining relationships with faculty members to increase integration between the Centre and the university departments
   - Liaising and collaborating with student organizations
   - Establishing and maintaining relationships with Student Services and other student-centered services
   - Representing the Centre as the faculty and student liaison at internal events such as orientation, open house, student clubs and unions, networking events, socials and other special events
   - Liaising with the Co-operative Education and Financial Aid Program for co-op and work-study opportunities
   - Attending Centre events including all Semester in Dialogue related student activities

IMPACT OF DECISION MAKING

The Student Faculty Engagement Coordinator is responsible for:
• Makes decisions related to the coordination and execution of events
• Makes decisions on the development of activities which aim to enhance student engagement with the Centre
• Makes decisions on the recruitment, training, and supervision of co-op students, work-study students and volunteers

The Student Faculty Engagement Coordinator refers decisions regarding:
• Changes that significantly alter resource availability, timing or scheduling of events or initiatives
• Substantive changes in programs and events such as cancellation of speakers, low turnout or negative budget implications
• Contentious issues and/or matters falling outside of established policies, procedures or past practice

RELATIONSHIPS

Supervisory
The incumbent works independently and is expected to take initiative and responsibility for their day-to-day tasks.

The incumbent works under the general direction of the Associate Director on identified projects and initiatives. The incumbent meets with the Associate Director and receives general direction and seeks other meetings as appropriate to specific responsibilities.

Complex, unusual or contentious issues and matters that fall outside of existing policies or procedures or past practice are discussed with the Associate Director.

Primary Working Relationships

Internal Connections – The incumbent is responsible for establishing and maintaining relationships with faculty, students and volunteers.
External Connections – Represents the center as student liaison. May attend external events.

QUALIFICATIONS

Undergraduate degree and three years of related experience which include student and faculty engagement, managing events, or an equivalent combination of education, training and experience.

• Good knowledge of student and faculty engagement
• Excellent event management and project coordination skills.
• Excellent leadership and mentoring skills.
• Excellent interpersonal and written communication skills.
• Excellent organizational and time management skills, and the ability to prioritize effectively.
• Excellent problem-solving, analytical reasoning and conflict resolution skills.
• Ability to establish and manage relationships with students and faculty
• Knowledge of good practices for inter-cultural engagement, including cultural literacy in the norms of multiple communities in Metro Vancouver and Canadian contexts.
• Experience in creating culturally appropriate spaces for engagement between Indigenous and non-Indigenous peoples, including knowledge of social and historical contexts.
• Good knowledge of University policies and procedures.