



Position Description

OSU Classification: R-LEAD Student Coordinator		Job Code:	
Working Title: R-LEAD Student Coordinator		Position #:	
Employee Name:			
Department:	Housing and Residence Education		
Function Statement /Summary of Duties:	<p>The R-LEAD Student Coordinator will spend the summer months (May – August) helping to plan and implement all aspects of the Residential Leadership (R-LEAD) early engagement program while also serving on a departmental committee focused on student leadership and development. This position will lead the entire R-LEAD program including peer mentors and program participants throughout the R-LEAD experience. Summer months will include a handful of weekly meetings including working with the planning team, attending and contributing to departmental committee initiatives, individual meetings with their supervisor, and working on tasks to prepare for the Residential Leadership program. The summer office location will be in Bowen House (2125 N High St, Columbus, OH 43210) in the Base Camp event space area where team members will work in close proximity throughout the summer with some flexibility for remote work as well.</p> <p>This role includes 20 hours per week at a pay rate of \$13/hour.</p>		
Essential Duties:	70%	Project Management <ul style="list-style-type: none"> Plan and implement all aspects of the Residential Leadership (R-LEAD) program. Determine overall schedule for this early engagement program. Space reservations and space utilization plans as well as possible crowd control options. Collaborate with internal and external campus partners that play an active role in the program. Aid in large budget management for the program related to supply orders, activities, meals, etc. Determine small group assignments for R-LEAD Peer Mentors and their mentees. Create an evaluation process to measure successes and challenges of the R-LEAD experience. Move supplies around campus as needed for various events, distribution, and storing items. 	
	15%	Training & Development <ul style="list-style-type: none"> Aid in recruitment for R-LEAD Peer Mentor roles within the program and participants. Develop and Implement training for our returning student leaders, Peer Mentors. Collaborate to plan various workshops that focus on leadership development. Assess the needs of the R-LEAD participants and communicate needs to HRE staff. Serve as a campus resource by providing students with information throughout the R-LEAD program. Preserve the confidentiality of personal interactions with students when appropriate. 	
	10%	Communication & Presence <ul style="list-style-type: none"> Manages communication with student leaders (emails, newsletters, instructions). Maintain effective and regular communication with R-LEAD planning team, HRE staff, and partners. Attend all events throughout the R-LEAD program and arrive early to assist with set-up and stay late to assist with clean-up. Report physical and mental health wellness concerns observed to HRE staff. 	
	5%	Meetings & Administrative Duties <ul style="list-style-type: none"> Attend regular meetings with the R-LEAD Planning Team, Student Involvement & Leadership Committee, campus partners, and other relevant Housing and Residence Education events. Schedule 10 hours of in-person work time at Bowen House Event Space (ILO Headquarters) during business hours each week. Miscellaneous tasks throughout the summer to support programs and services offered through the Housing and Residence Education department. 	
Education and Experience:	Required:	<ul style="list-style-type: none"> Must be a current full-time undergraduate student in academic OSU coursework (Does not need to take classes over the summer). Must be in good standing at the university. 	



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	Desired:	Previous experience with the Residential Leadership (R-LEAD) program.
Additional Information		
Emergency Closing Designation (Short-Term):		This position has been designated as a Standby position for short term university closures. See University Policy 6.17.
Disaster Designation (Long-Term):		This position has been designated as a Standby position for short term university closures. See University Policy 6.17.