



Office of Multicultural Students Affairs (OMSA)
2020-2021 ARU Student Coordinator Job Description

Compensation:

- \$11.00 per hour

Hours

- Hours per week: Approximately 8-10 hours per week

Duties:

- Assist Coordinator of ARU Program with ARU-related tasks and programs
- Be a resource and liaison for Success Coaches (Mentors) and Protégés (Mentees)
- Communicate with Coordinator of ARU Program on progress of coaching relationships and needs of Success Coaches and Protégés
- Attend all ARU trainings, staff meetings, and one-on-one meetings with Coordinator of ARU Program
- Assist in the planning of ARU training, the production of training materials, and co-facilitation of training sessions
- Co-facilitate ARU staff meetings
- Develop and implement a communication plan that will keep Success Coaches and Protégés aware of information on a consistent basis regarding the ARU Program (upcoming events, program updates, important dates, etc.).
- Monitor and maintain ARU Program social media accounts
- Promote ARU programs, OMSA-sponsored programs, and resources to ARU Success Coaches and Protégés and the campus community throughout the year
- Assist in the recruitment process for Success Coaches and Protégés
- Coordinate monthly Fun Friday program
- Assist with brainstorming and scheduling of Study Tables and Success Coach programs
- Compile, report and analyze data related to ARU Program

Qualifications:

- Have commitment to and belief in student success
- Cumulative GPA of 2.5
- Junior or senior in good standing with the university
- Have 1 year of experience as a Mentor/Coach in a Mentoring Program or related leadership experience
- Have excellent Customer Service Skills
- Be flexible with availability of schedule
- Make a full academic year commitment as an ARU Student Coordinator

Application Process:

Submit the following to the Office of Multicultural Student Affairs (WYLL D182) when you [apply online](#):

- ARU Student Coordinator Application Form with responses to essay questions
- Resume

Candidates who submit a complete application will be contacted about next steps in the selection process.

Questions? Contact the Office of Multicultural Student Affairs at omsa@uwp.edu.