Summary Job Description
Full-time Program Coordinator, Living and Learning Communities

The University of Denver’s Learning Communities and Civic Engagement (LCCE) Department is pleased to announce the full-time, benefitted position of Living and Learning Communities (LLC’s) Program Coordinator. The University of Denver’s LLC’s provide students with a unique opportunity to integrate academic and residential experiences to build personal character, intellectual curiosity and community engagement, by establishing a strong foundation for their university experience and beyond.

This position serves to provide administrative support, program development, coordination and curriculum support to the undergraduate Living and Learning Community (LLC) programs in general and specifically two LLC’s: International LLC (30+ first-year students) and Creativity and Entrepreneurship LLC (22+ first-year students). The position reports in a matrixed relationship primarily to the Assistant Director for the Living and Learning Communities and also two faculty directors of the assigned LLC’s. Strong preference will be given to graduate students at the University of Denver.

**Required Qualifications**
- Bachelor’s Degree
- 1 year Administrative Experience, preferably in Higher Education
- Office management skills: Ability to use computer programs such as MS Word, Excel and Access; Good communication skills, both written and oral.
- Appreciation for residential and co-curricular learning, student development and academic issues related to international relations, social justice issues, creativity, and social entrepreneurship; demonstrates a commitment to community engagement as a pedagogy; solid event planning and communication skills, collaboration and problem-solving, budgeting and office skills, and multi-tasking.
- Team Player: Ability to work collaboratively with students, parents, staff, faculty, department staff and community members; demonstrated commitment to diversity and inclusive excellence.
- Availability to work some nights and weekends

**Compensation/Benefits**
- 37.5 hours per week, 12-month exempt position; Periodic nights and weekends required
- Salary: Competitive
- Eligible for benefits, including tuition waiver
Essential Duties and Responsibilities

40% Co-curricular program management: Collaboratively develop, plan, coordinate, advise and implement special events, orientation, retreats and speakers, and student development opportunities for assigned LLC’s; develop, advise and supervise student leadership committees and Resident Advisors for co-curricular programming; coordinate and deepen the civic and community engagement focus of assigned LLC’s.

25% Office management: Develop and maintain assigned LLC budgets using the Banner system; develop and maintain communication processes with students, faculty, parents, alumni and other friends of the programs; maintain and update website and collateral communication pieces; provide administrative assistance to assigned LLC Faculty Directors, faculty and adjunct professors; communicate with university and outside vendors and organizations as necessary for programming.

15% Coordinate marketing, recruitment, selection and student retention of assigned LLC programs. Work with overall LLC department to strengthen all recruitment efforts and fill specific floors with qualified, motivated students.

10% Team Contribution: This position requires interaction with a number of departments and committees throughout the University. It will include: collaboration and strong communication with co-workers to accomplish overall vision and goals of the LCCE department, including LLC co-programming and civic engagement initiatives; coordinate with relevant academic departments related to the LLC’s themes; collaborate with non-academic departments and committees such as HRE, Student Life and Student Advising.

5% Train and supervise 1-2 student employees per quarter.

5% Other duties as assigned

All Job Applicants should apply via https://dujobs.silkroad.com
Direct further questions to Jenny Haas at jenny.haas@du.edu