



**DONALD P. & KATHERINE B. LOKER UNIVERSITY STUDENT UNION, INC.  
POSITION DESCRIPTION**

**Position Title:** Program Coordinator  
**Reports To:** Assistant Director, Engagement and Development  
**FLSA Status:** Exempt  
**Position Category:** Regular Full-Time  
**Grade:** 2

**SUMMARY**

Under the general supervision of the Assistant Director, Engagement and Development the Program Coordinator has primary responsibility for the programming functions of the Loker Student Union (LSU) which includes the planning, producing, marketing, and evaluating of a regular series of activities and programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for the development and supervision of programming employees and volunteers; provide students with opportunities to develop leadership and programming skills.
- Ensure compliance with LSU and campus policies and procedures; provide direction for the planning and promotion of events and activities; support student employees and volunteers at events and attend off campus events.
- Develop and implement evaluation mechanisms; design, coordinate and execute a wide range of events and activities as directed; address risk management concern.
- Serve as a member of the Student Life coordinating group; assist with programming campus-wide major events; develop cooperative relationships with all University departments in support of student life.
- Oversee expenditures related to programming budget; ensure that expenditures are accounted for appropriately and are within the approved budget; provide updates of expenditures and reconcile detail trail balance financial reports.
- Assist with coordination and execution of student assistant employee trainings; assist in the development of learning outcomes goals for student assistant employees, including assessment and reporting.
- Promote the Loker Student Union at new student orientation and other marketing events; coordinate recreation tournaments for participation in regional competitions and chaperone teams; provide support to all areas of LSU operations as needed; conduct occasional special projects and other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises a total of 3 staff, Activities Assistant (1) and Social Media Assistant/Web Designer (2). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PREFERRED QUALIFICATIONS**

CMP or CSEP certification. Experience in higher education with emphasis in student life.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) in Event Management, Hospitality Tourism Management, Counseling or another related field and 1 year of professional experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical journals, and financial reports /statements. Ability to respond to common inquiries or concerns from team members, clients, regulatory agencies, or outside financing sources. Ability to effectively present information to top management, public groups, and/or Boards of Directors.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have, and advanced knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook as well as Google Suite.

**CERTIFICATIONS, LICENCES & REGISTRATIONS**

None required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to



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successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time and talk or hear. The employee is occasionally required to stand, walk; and stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds unassisted. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The majority of work is accomplished working on a computer.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees in this position work indoors and may work outdoors on limited occasions. Periodic evening or weekend work may be required. Occasional travel may be required. The noise level in the work environment is usually moderate. Regular public contact is required.

#### **COMPENSATION**

Salary range for this position is \$55,734 - \$83,600. Medical benefits, dental benefits, vision benefits, retirement benefits, and education assistance are included with this position.