

Office of Human Resources
1851 N. Research Drive
Bowling Green, Ohio 43403

Coordinator, Student Engagement and Belonging

SALARY Depends on Qualifications

LOCATION Main Campus BG, OH

JOB TYPE Full-Time

JOB NUMBER BGSU00183

DIVISION College of Educ & Human Development

DEPARTMENT Student Services EDHD

OPENING DATE 08/24/2023

CLOSING DATE Continuous

PAY GRADE 354

Summary

The Coordinator, Student Engagement and Belonging promotes a welcoming community within the College of Education and Human Development (EDHD). This role coordinates and develops initiatives and supports intentional programming to advance equity and inclusion in EDHD. With this, this role collaborates across the College to advance recruitment and retention for target populations of students, faculty, and staff.

Essential Functions

- Serves as leadership for the implementation of College priorities to support student retention and belonging initiatives.
- Develops and advises relevant EDHD student organizations (e.g., ICRE) and a student-to-student mentoring program.
- In collaboration with the Coordinator, Recruitment and Retention, develops and implements recruitment and retention plan for special populations of undergraduate and graduate students.
- Organizes and facilitates leadership development programs, events and/or experiences on belonging and inclusion priorities for students. This includes collaborating with EDHD committees to develop or facilitate professional development for faculty/staff.
- Provides support to students in need, connecting them as appropriate to campus resources.
- Determines and tracks metrics related to belonging efforts and suggests pathways toward meeting and exceeding goals.
- Serves as liaison to Diversity and Belonging to coordinate College and University initiatives.
- Assists with advancing best practices for recruiting, screening, and selecting candidates.
- All other duties as assigned.

Minimum Qualifications

The following Degree is required:

- Master's degree. Degree must be conferred at time of application.

The following Degree is preferred:

- Master's degree in higher education, student affairs, or related discipline.

The following Experience is required:

- 1 year of direct work with students, programming, and event planning experience
 - 2 years of experience as a GA or student employee is equal to 1 year of professional experience

The following Experience is preferred:

- 1 year of direct work with students preferably in a college-level environment

Knowledge, Skills, and Abilities:

Programming, problem solving, advising, recruiting, communicating, presenting

Deadline to apply: The search committee will review applications until the position is filled; however, **for best consideration, applications should be provided by September 14, 2023.**

Benefits

Bowling Green State University provides a comprehensive benefit program as part of a total compensation package. This includes medical, prescription, dental, vision, health accounts (medical & dependent), life & disability insurance, retirement plans, employee assistance program and tuition fee waivers for employees and their eligible dependents as well as paid time off, holidays and parental leave. For more information please visit [Benefits-at-a-Glance](#).