Position Summary
The purpose of this position is to primarily assist in the development of a comprehensive student development and leadership program for student employees, practicums, and interns. This individual also advises the Student Employee Board and co-leads the Student Employee Committee.

Essential Duties, Tasks and Abilities – Student Employment
- Administers the Student Development and Leadership (SDL) program – a practical training program that includes a philosophical orientation to the field of leadership through a series of workshops that offer hands-on educational experiences and prepare individuals for lifelong career and personal growth.
  - Apply BGSU Division of Student Affairs priorities, student requests, and leadership theory to develop learning outcomes
  - Develop, coordinate and assess 8 sessions annually
  - Collaborate with on and off-campus presenters
  - Market and assess program
- Co-coordinate and serve on the Recreation and Wellness Student Employee Committee (SEC)
  - Evaluate existing and create new policies as needed
  - Coordinate hiring, discipline and implementation of departmental Student Employment Model
  - Ensure consistent customer service and risk management standards implementation throughout department
- Advise the Student Employee Board (SEB)
  - Work with 10 – 12 student leaders to develop agendas and facilitate monthly and emergency meetings
  - Conduct regular 1/1 meetings with each leader
  - Coordinate committees within board to achieve monthly and annual awards and recognitions, fundraising, outreach, community service, and team building goals.
  - Respond to workplace issues and administer discipline procedures
- Administer Rec Buck employee incentive program
  - Acquire and audit prize donations and allocations
  - Market program
  - Document participation
- Coordinate the Graduate Assistant Research Symposium
- Attend professional and student staff meetings
- Promote the mission of Recreation and Wellness
- Perform any other duties as required by the professional staff

Knowledge, Skills and Abilities
- Excellent computer application skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing and communication skills
- Program assessment
- Leadership theory
- Attention to detail
- Creativity
- Higher education experience (preferred)

Requirements
- Acceptance into BGSU Graduate College Degree program
- CPR/FA & AED certification (preferred)
- Business casual dress

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