



## **Student Activities & Leadership Development Coordinator 2025-2026 Job Description**

The Student Activities & Leadership Development (SALD) Coordinators work collaboratively to ensure the creative development of Student Activities & Leadership Development services and programs. They support the day-to-day functioning of the office and all of its subsequent units.

### **GENERAL EXPECTATIONS | Student Activities & Leadership Development Coordinators must:**

- Staff the SALD front desk 8-10 hours per week, providing welcoming customer service to visitors and working on role-specific tasks.
- Attend periodic Student Activities & Leadership Development (SALD) staff meetings.
- Exhibit strong detail orientation, communication, and organizational skills.
- Collaborate with colleagues on the SALD staff, assisting with various programs and events.
- Demonstrate enthusiasm, initiative, and engagement toward Hamline University and SALD.
- Assist with Student Organization Leader Workshop, Student Org Fairs, Homecoming, Student Activities Awards, and additional programs as needed.
- Participate in SALD Training, August 13-15, 2025\*
- Participate in Student Activities Retreat: Friday, August 22, 2025\*
- Remain alcohol and drug free when volunteering or working at any and all events sponsored by SALD.

*\*Please note that all dates above are subject to change.*

### **COMPENSATION | Student Activities & Leadership Development Coordinators will receive:**

- \$15.00 per hour for office hours at the Involvement Center desk (approximately 8-10 hours per week), meetings, trainings, workshops, and events

### **TERMS OF EMPLOYMENT**

- Employment officially begins on August 13, 2025 and ends May 8, 2026. Hours may be available throughout summer 2025 and 2026 for those interested.
- Time commitment includes 8-10 hours of front desk staffing per week, plus occasional outside commitments depending on specific position and time of year.
- SALD Coordinators are required to be available during summer training, August 13-15, 2025 (these dates can be adjusted with advanced notice of conflicts). Staff will also be expected to begin staffing the office a few hours per week throughout the remainder of August as we prepare for the fall semester.
- SALD Coordinators must adhere to Hamline policies and maintain good academic and conduct standing.

*CONTINUE READING FOR RESPONSIBILITIES OF INDIVIDUAL POSITIONS.*

### **Operations Coordinator**

- Oversee various front desk procedures, including supplies check-out, locker reservations, and office email.
- Manage front desk staff scheduling.
- Maintain, track, and stock office supplies.
- Maintain a clean and welcoming environment in the Involvement Center.

### **Leadership Programs Coordinator**

- Assist in hosting the HU Lead Pathway program for a cohort of incoming first year students in collaboration with the Director of Student Activities.
- Assist in the development and execution of Women's Leadership Retreat and Fall and Spring Leadership Weeks.
- Assist in the development and implementation of leadership development programs across campus.

### **Student Organizations Coordinator**

- Coordinate communications sent from SALD to student organization leaders.
- Coordinate and execute logistics of Fall and Spring Student Activities Fairs.
- Plan, market, and host developmental opportunities for student organizations.

### **Marketing Coordinator**

- Oversee planning and implementation of marketing strategies for all SALD programs, services, and initiatives.
- Manage SALD social media.
- Assist with preparation of the weekly What's Happening newsletter.

### **Graphics Coordinator**

- Develop original, high-quality designs for Student Activities & Leadership Development services and programs.