

JOB INFORMATION

Effective Date	7/13/2023
Job Code:	3561
Job Title:	Coordinator, Student Advocacy
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Coordinator for the Center for Advocacy and Community is responsible for the development, coordination, and implementation of educational, personal, and academic support programs for all students, including underrepresented student groups, first generation students, and low income students. Assists in transition and retention programs, mentorship initiatives, and developing wellbeing, academic support and engagement opportunities through Student Affairs and Academic Affairs Partnerships.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree in Education, Social Work, Psychology, or a related field.	Required	
Master's Degree	Degree in Student Personnel, Higher Education Administration, Social Work, Education, or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum one year of experience working with university/college campus student success and student groups in a college or university setting.	Required	
Less than 3 yrs	Experience building/refining student educational and advocacy programs for a community of students.	Required	
Less than 3 yrs	Experience building relationships with local community partners and non-profit organizations.	Required	
Less than 3 yrs	Experience with event planning (reservations and permits, budgets and contracts, marketing, and assessment).	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Two years of experience working with university/college campus student success programs, advocacy programs, first generation students, low income students, and underrepresented students in a college or university setting.	Preferred	
Less than 3 yrs	Experience with advocacy and community programs.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of group dynamics as well as the ability to lead, oversee, and supervise the activities of others. 	Skilled
<ul style="list-style-type: none"> Knowledge of organizational and management skills including budget management, planning, evaluation and assessment, and effective marketing. 	Skilled
<ul style="list-style-type: none"> Knowledge of best practices regarding developmental programming to meet the needs of various student welfare concerns and populations. 	Skilled
<ul style="list-style-type: none"> Ability to effectively use Microsoft Office, specifically Word, Excel, PowerPoint, and Teams. 	Skilled
<ul style="list-style-type: none"> Demonstrated skills in conflict resolution, mediation, and problem-solving. Ability to synthesize and conceptualize complex situations and use appropriate professional judgment. 	Skilled
<ul style="list-style-type: none"> Excellent interpersonal, written, listening, diplomacy, and oral communication skills. Skilled at public relations with multiple constituencies. 	Skilled
<ul style="list-style-type: none"> Ability to manage, compile, and communicate highly confidential information. 	Skilled
<ul style="list-style-type: none"> Ability to exhibit a positive attitude and to deal with coworkers, students, faculty and staff tactfully and courteously in order to maintain effective service-oriented relationships. 	Skilled
<ul style="list-style-type: none"> Ability to train and develop student leaders, individually and in groups and ability to identify and develop leadership opportunities for students. 	Skilled
<ul style="list-style-type: none"> Cognizant of various needs of student populations. Knowledge of student development and experience developing programs for various student populations. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Develops and coordinates outreach and support programs for all students, including first-generation, low-income and underrepresented student populations. Promotes coordination and communication between campus and community groups and organizations. 	20%
<ul style="list-style-type: none"> Develops community building initiatives for students to engage in the development of common understanding, perspective sharing, and creation of spaces for student support and success. 	20%
<ul style="list-style-type: none"> Promotes a variety of cultures through the creation of programming for the UHCL community including, but not limited to, highlighting heritage months, annual Celebrations, and observances. 	20%
<ul style="list-style-type: none"> Serve as an advocate for students within the campus community through the development of resources, programs and support systems. Work in partnership with all unit staff in supporting the development and executing all unit programs and services. Supports the supervision of student employees. 	10%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Determines the needs of first generation, low income and underrepresented student populations at UHCL and works with ongoing assessments. Responsible for the assessment of programs, outreach and initiatives regarding success, learning outcomes, and retention. 	10%
<ul style="list-style-type: none"> Support Assistant Director in managing the departmental marketing efforts and the design, production, and implementation of the web content, social media content, and various print and digital publications for the unit. 	10%
<ul style="list-style-type: none"> Provides leadership in campus policies, procedures, and practices. Works with the CSAC Assistant Director in program development, research grant writing, and budget management. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description