LEAD ON 2020
COORDINATOR POSITION DESCRIPTION

The Department of Housing and Residential Education at the University of Northern Colorado will hire two Lead On Coordinators to plan and carry out the annual Lead On Leadership Camp to take place in August 2020. The time period of employment will be from Monday, May 11, 2020 - Saturday, May 8, 2021.

The Lead On Coordinators will collaborate with one another, members of the RHA executive board, and the RHA/NRHH advisor to develop, coordinate, market, and implement all aspects of the conference. While organizing Lead On, the coordinators will work approximately 20 hours each week during the Summer completing conference tasks and utilizing the RHA office space in Harrison Hall to complete their work. The coordinators will also be required to complete projects and tasks during the academic year. Responsibilities include:

Marketing and Recruitment
• Recruiting participants through orientation sessions and ongoing marketing (mailers, emails, phone calling)
• Managing the application process including selecting and notifying participants of acceptance
• Communicating important information with accepted participants and collecting fees

Planning/Creative Tasks
• Assisting in the selection, support, and training of facilitators
• Creating a conference schedule including speakers/activities aimed to develop and foster participant leadership
• Recruiting program presenters (professional staff, campus partners, and student leaders)
• Collaborating with UNC campus partners, including HRE, Dining, Event Planning, and Student Activities
• Coordinating opening and closing banquets including selecting and hiring keynote speakers
• Designing and ordering Lead On T-shirts and additional promotional/recognition items

Administrative Tasks & Requirements
• Holding 20 weekly office hours in the RHA office
• Maintain 2.0 cumulative GPA at time of hiring and throughout entire employment period
• Attending weekly staff meetings and having weekly 1:1 meetings with advisor
• Completing administrative tasks such as preparing participant packets, names tags, and schedules
• Developing, organizing, and distributing all materials for participants and facilitators
• Managing the budget including seeking out and collaborating with sponsors to help fund meals and activities
• Other duties as assigned which will contribute to the successful implementation of Lead On

Wrap Up
• Planning two programs per semester (4 total during the year) during the academic year for continued leadership and community development
• Administering an evaluation process for participants, presenters, and facilitators
• Creating a transition manual for future coordinators

Compensation
One space in a double room for the summer plus 50 dining meals
Positions as a summer desk assistant are available for additional compensation (must work a minimum of 10 hours/week)
$500 housing scholarship for the 2020-2021 academic year

Hiring Timeline
Applications available: Friday, February 1st
Applications due: Sunday, February 21st at 11:59PM
Hiring decisions made: Monday, March 13th