Illinois is a world leader in research, teaching, and public engagement. We serve the state, the nation, and the world by creating knowledge, preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge. Illinois is the place where we embrace difference. We embrace it because we value it. Illinois is especially interested in candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the Illinois community.

**PRIMARY POSITION FUNCTION:**
The Illini Union Senior Program Coordinator, Office of Volunteer Programs serves as campus representative between campus and community volunteer and social service organizations; recruits student volunteers and encourages student volunteerism; and organizes and oversees programs that highlight community needs and issues to the University of Illinois student body.

**DUTIES AND RESPONSIBILITIES:**

**Administrative and Supervision:**
- Manages the Illini Union Office of Volunteer Programs. Responsibilities include coordinating the office budget, marketing and outreach to the campus and surrounding communities, and overseeing office programs that may include the Annual Community Service Agency Fair, Thanksgiving Basket Drive, Holiday Toy Drive and community Service Leadership Recognition Program.
- Supervises student employees that staff and support programs of the Office of Volunteer Programs: 8 - 10 undergraduate student employees, an undergraduate paraprofessional intern, one graduate assistant, and the graduate hourly service trip coordinator. Responsible for hiring, training and evaluation of all staff, including developing student learning outcomes.
- Regularly communicates and interacts with college administrators and faculty; community non-profit agencies and various campus and community committees regarding University of Illinois student volunteer opportunities. Works closely with Student Affairs Advancement on fundraising efforts for service programs and oversees such donations.
- Collaborates with Registered Student Organizations that are service based. Communicates regularly with them and encourages official reporting and tracking of service activities.
- Serves as a resource person to various groups, including: Registered Student Organizations, residence halls, fraternities and sororities; student community service organizations; Illini Union staff; and University of Illinois departments.
- Offers appropriate support and referrals to students regarding personal issues.

**Operations:**
- Responsible for the planning, execution and staffing of one day and overnight Weekend Service Trips for interested students throughout the academic year.
- Develops and implements intentional opportunities and resources that connect University of Illinois students to volunteer and community service opportunities. Develops reflective assessment tools that are designed to enhance students’ education and understanding as related to the importance and benefit of incorporating such service into their life and the global impact of civic engagement.
- Serves as unit representative for community agencies to identify projects for student volunteers and consult on appropriate use of student volunteers. Serves as a resource for campus units and colleges wanting to connect with such community agencies or service projects.
- Maintains accurate records and documents, including assessment efforts on office programs and participants.
- Attends regular meetings and specific events associated with the Illini Union, Illini Union Program Department, Volunteer Illini Projects, and Division of Student Affairs.

**Financial/Budget Management:**
- Serves as the staff liaison to Volunteer Illini Projects. Provide proper education and training. Provide proper support, guidance, and challenge. Assist with budget development and financial expenditures.
- Works collaboratively with Associate Director and Advancement to ensure proper stewardship of gift accounts.
- Manages the day to day of the campus Legacy Scholarship Program (housed within Office of Financial Aid) and its recipients. Keeps records and assessment of program.
- Performs other duties and additional responsibilities as assigned.

**QUALIFICATIONS:**

**Required:**
- Master’s degree.
- Three years of experience in student activities/development or community service programs.
Successful candidates will have the following:

- Understanding of the process of advising and supervising students.
- Awareness of current needs, trends, and issues in the area of Community or Human Services.
- Awareness of needs, trends, and issues in Higher Education, Student Affairs, and Student Activities.
- Familiarity with human psychology, student development, and group dynamic principles.
- High level of self judgement and ability to work autonomously.
- Understanding of and commitment toward issues regarding cultural diversity.
- Ability to remain objective when working with others who express different ideas, values, beliefs.

ENVIRONMENTAL DEMANDS:
This position will require evening and weekend hours on a regular basis. Incidental physical labor should be expected.

SALARY AND APPOINTMENT INFORMATION:
This is a full-time Civil Service Program Coordinator position appointed on a 12-month service basis. The expected start date is as soon as possible after March 4, 2019. Salary is commensurate with experience.

TO APPLY:
Applications must be received by March 4, 2019. Apply for this position using the “Apply for Position” button below. If you have not applied before, you must create your candidate profile at http://jobs.illinois.edu. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.
Step 2) Submit the Voluntary Self-Identification of Disability forms.
Step 3) Upload your cover letter, resume (months and years of employment must be included), academic credentials (unofficial transcripts or diploma may be acceptable), and names/contact information for three references.

In order to be considered as a transfer candidate, you must apply for this position using the “Apply for Position” button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Illini Union Human Resources and Administrative Shared Services 217-333-3660, iuemployment@illinois.edu. For questions about the application process, please contact 217-333-2137.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu.

College Name or Administrative Unit: Illini Union
Category: Administrative
Title: Senior Program Coordinator - Office of Volunteer Programs Illini Union (107270)
Open Date: 02/05/2019
Close Date: 03/04/2019
Organization Name: Illini Union-Oper