

## 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 Actê

## 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.