

## LeaderShape Institute On-Site Coordinator Position Description

The On-Site Coordinator (OSC) serves as an important member of the LeaderShape® Institute faculty, carrying out crucial logistical and conference management tasks during the session. They work in partnership with the Program Coordinator throughout the year with recruitment of participants, fundraising, and logistical aspects of the program. The OSC serves alongside the Co-Leads, Cluster Facilitators, and Program Coordinator to ensure the success of the LeaderShape® Institute and is responsible for organizing the materials for both faculty and participants. This position provides the opportunity for LeaderShape® graduates who are passionate about the LeaderShape® to further their involvement in the program as a member of the faculty.

### Eligibility Requirements:

- All applicants must be graduates of the LeaderShape® Institute
- All applicants must meet NC State regulation 11.55.07 on Student Leadership. Read more at: <http://policies.ncsu.edu/regulation/reg-11-55-07>
- Preference will be given to applicants who will be returning as full-time students at NC State during the 2017-2018 academic year

### On-Site Coordinator Major Roles & Responsibilities

- Assist the Program Coordinator with logistics and planning for the LeaderShape® Institute
- Assist the Program Coordinator with fundraising and presentations to various campus entities
- Assist the Program Coordinator with participant recruitment
- Serve as a faculty member during the LeaderShape® Institute
- Participate in faculty training and all faculty meetings
- Work in collaboration with the Leads and Cluster Facilitators to ensure a successful LeaderShape® Institute
- Organize all LeaderShape® supplies (both those provided by LeaderShape® and by NC State)
- Follow the OSC to-do list to ensure that all tasks are done on time and with high attention to detail
- Serve as a resource for Leads and Cluster Facilitators on campus climate and culture
- Set up the Learning Community as needed by the Lead Facilitators
- Serve as an on-site emergency contact for participants
- Be thinking and acting one step ahead of the faculty and curriculum in terms of preparation and readiness
- Be accountable to the Co-Lead Facilitators regarding training and curriculum of the LeaderShape® Institute
- Be accountable to the Program Coordinator regarding training and curriculum of the LeaderShape® Institute
- Serve as a role model for participants on what it means to *lead with integrity™*
- Be available the week following the Institute to assist with program wrap-up and follow through

**Time Requirement:** Must attend Institute 5/15/17 to 5/21/2017; LeaderShape® Leadership Team bi-weekly meetings during Fall 2016 semester; Starting in January 2017, Monthly and bi-weekly leadership team meetings ; LeaderShape® Institute preparation with Program Coordinator during student organization visits (to promote LeaderShape® and request financial assistance); 4-5 orientation meetings in April 2017; Cluster Facilitator preparation meeting prior to leaving for The Institute.

**Desired Skills & Characteristics:** A successful On-Site Coordinator will be a role model; *lead with integrity™* at all times; be pro-active, not reactive; have high attention to details; work cooperatively on a team; be able to think and plan one step ahead of the facilitators and curriculum at all times; have strong administrative and critical thinking skills; be able to relate to a variety of personality styles; have an understanding of their role as a facilitator; be well connected on campus and have knowledge of resources; be consistent in his/her job performance throughout the LeaderShape® Institute; have a healthy disregard for the impossible; be ready and confident to manage a variety of situations

**Supervisor:** Sarah Fayard, Assistant Director for CSLEPS and LeaderShape Program Coordinator

**Stipend:** \$750 (one-third to be paid at the end of fall semester and two-thirds at the conclusion of the institute)