

Posting Date: October 7, 2009
Closing Date: October 14, 2009



COORDINATOR, UTAH STUDENT ASSOCIATION

Utah Student Association (USA) seeks applicants for the position of Coordinator. A dependable, self-motivated, and organized person is sought to perform the following duties:

- Manage all aspects of the affairs of the USA, subject to the provisions of the USA bylaws and any other rules and policies as well as any directives of the Executive Leadership of the USA (President, Executive Vice President, Legislative Vice President.) and Board of Directors.
- Provide USA Board of Directors with regular evaluations on the progress of the association's strategic objectives.
- Provide the Utah Professionals in Student Involvement and Leadership (UPSIL), the Commissioner's Office, and the Utah State Board of Regents, and each institutions Student Associations Director or respective position, with regular evaluations on the progress of the association's strategic plan and any pertinent updates.
- Coordinate and assist the members of the USA in managing and implementing any advocacy efforts.
- Perform all necessary office management tasks, and fulfill weekly office hours as required by the Association and authorized by the Executive Team.
- Prepare the annual budget requiring USA approval.
- Keep accurate records of receipts, disbursements, and provide quarterly reports and an annual report of such accounts to the USA Executive Team and the Board of Directors.
- Act as the Association's liaison to the state legislature and advocate on behalf of the Association.
- Organize, coordinate and provide support staff for all USA monthly meetings and the annual USA Conference.
- Address any issues, concerns, or duties as assigned by the Executive Team and or the USA Board of Directors.
- Work with the different student associations (student governments) of higher education throughout the state of Utah.
- Research and develop positions on higher education issues affecting the student population.
- Work with the Student member of the Board of Regents in representing students to the Board.
- Limited statewide travel required.

Qualifications include the following:

- Outstanding interpersonal skills, along with excellent written and verbal communication capabilities
- Advanced knowledge and skilled use of word processing, e-mail, spreadsheet, and computer presentation products (Microsoft Word, Publisher, and basic knowledge of Excel)
- Knowledge of the legislative process and higher education in Utah is preferred
- Previous experience in higher education student government a plus.
- Website design experience helpful.
- Bachelor's degree preferred
- Ability to work part-time (25-35 hours a week). During particular times of year, more hours may be required

To apply, provide the following items to the address or fax number below:

- cover letter
- completed application
- resume

A completed application must be submitted. The application is available for download from our web site (www.utahsbr.edu). If problems are encountered downloading the application, contact HR and request for the application to be mailed to you. The completed application may be submitted after the resume and letter, but the resume will not be evaluated until the application arrives.

Human Resources
Utah System of Higher Education (USHE)
60 South 400 West
Salt Lake City, UT 84101-1284
Fax: (801) 366-8405
Email: hr@utahsbr.edu

USHE is an "Equal Opportunity Employer," and prohibits, in all employment – related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, pregnancy related conditions, age, disability, veteran status, or otherwise as provided by federal, state or local law. Applicants claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as DD-214) showing dates of active service and verification of disability. We conduct a full background check on all candidates for employment. This employer participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.