



**Program Coordinator, Leadership & Experiential Programs
University of Florida, Heavener School of Business**

The University of Florida is a major research institution that is leading the way by harnessing the power of artificial intelligence (AI), leveraging the brightest minds, and educating the next generation of leaders to solve some of the world's most formidable challenges. UF is ranked the #1 Public University by the Wall Street Journal and 6th of Public National Universities by U.S. News and World Report. The Heavener School of Business (<https://warrington.ufl.edu/about/heavener/>) is the undergraduate school within the Warrington College of Business. Heavener School of Business is one of the nation's top ranked undergraduate public business schools driven by its four pillars of Academics, Career Development, International studies, and Leadership.

The Heavener School of Business (HSB) is seeking an individual to join our Experiential Learning Department team as an undergraduate Program Coordinator. The Program Coordinator - Leadership & Experiential Programs will manage, strategize, and develop at least two of the experiential learning and leadership development programs. This will include establishing performance goals and measures to evaluate the success of these programs. Primary responsibility of this position will focus on the Heavener Leadership Challenge and Heavener Second-Year Experience programs. This position will receive supervision and guidance from the Program Director for Leadership & Experiential Programs. We seek someone with a passion for student development who excels at relationship-building, effective communication, problem-solving, and event management.

Responsibilities include:

Co-curricular Experiential Program Management: Manage the participant selection, training of participants and student leaders, and activities of the Heavener Leadership Challenge (HLC) leadership development program. This includes the following:

- Design, develop, maintain, and oversee the curriculum for this leadership development program. Ensure that curriculum has defined learning objectives and that learning objectives align with Heavener competencies.
- Plan, direct, and participate in recruitment/enrollment activities.

- Manage annual budget and appropriate expenditures for the program. Prepare, manage, and track a program budget for HLC. Provide leadership and fiscal training for student leaders (lead team members with fiscal decision-making roles) in HLC.
- Coordinate and manage meeting and activity space reservations to ensure the program runs efficiently.
- Attend all HLC programming to provide leadership, guidance, and counsel to the student lead team as needed.
- Ensure that HLC program and students adheres to Heavener policies, as well as UF regulations, policies, and procedures. Must be able to interpret student affairs policies and be committed to remaining up to date on policy.
- Serve as the administrative liaison for HLC program.
- Maintain data and accurate and complete records of participants, leaders, and outcomes of HLC. Prepare reports on students and activities as required by Heavener and WCB administration.
- Routinely assess program outcomes, document program progress over time, and advocate for the participants in the program.
- Provide leadership coaching for students in HLC.
- Provide crises intervention and manage risk as appropriate.
- Provide appropriate referrals to college and campus resources (e.g., Academic & Career Advising, Business Career Services) for students in HLC.
- Assist with Perform strategic planning and analysis of the effectiveness of the program.

Co-curricular Experiential Program Management: Manage the participant selection, training of participants and student leaders, and activities of the Heavener Second- Year Retreat Experience leadership development program.

This includes the following:

- Design, develop, maintain, and oversee the curriculum for this leadership development program. Ensure that curriculum has defined learning objectives and that learning objectives align with Heavener competencies.
- Plan, direct, and participate in recruitment/enrollment activities.
- Manage annual budget and appropriate expenditures for the program. Prepare, manage, and track a program budget for the retreat. Provide leadership and fiscal training for student leaders (lead team members with fiscal decision-making roles) in the program.

- Coordinate and manage meeting and activity space reservations to ensure the program runs efficiently.
- Attend all programming to provide leadership, guidance, and counsel to the mentor student lead team as needed.
- Ensure that the retreat program adheres to Heavener policies, as well as UF regulations, policies, and procedures. Must be able to interpret student affairs policies and be committed to remaining up to date on policy.
- Serve as the administrative liaison for the Heavener retreat program.
- Maintain data and accurate and complete records of participants, leaders, and outcomes of the retreat. Prepare reports on students and activities as required by Heavener and WCB administration.
- Routinely assess program outcomes, document program progress over time, and advocate for the participants in the program.
- Provide leadership coaching for students before, during, and after the retreat.
- Provide crises intervention and manage risk as appropriate.
- Provide appropriate referrals to college and campus resources (e.g., Academic & Career Advising, Business Career Services) for students before, during, and after their participation in the retreat.
- Assist with Perform strategic planning and analysis of the effectiveness of the program.

Assist with overall mission of Heavener School of Business, Experiential Learning Department, or Warrington College of Business. This may include:

- Teach one or more Warrington Welcome (GEB 2015) sections annually as needed.
- Assist with Experiential Learning or Heavener School of Business programs (e.g., awards programs and banquets, educational sessions, program facilitation, etc.)
- Participate in and support various events for undergraduate business students, including University commencement ceremonies.
- Act as a faculty advisor to undergraduate business student organizations.
- Other duties as assigned by the Director of the Heavener School of Business, Executive Director of Experiential Learning department, or direct supervisor.

The University of Florida is an equal employment employer and is committed to non-discrimination with respect to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability,

genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs.

For more information, and to apply, visit: <https://explore.jobs.ufl.edu/>.

Job number: 534765

Direct Link:

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