

## POSITION ANNOUNCEMENT TEMPLATE



Wilkes University invites applicants for a **Bonner Leader Program Coordinator** in the Office of Student Development. The Student Development Office enhances student life by offering leadership programs, experiential education opportunities, and a variety of extracurricular and social activities that provide meaningful out of the classroom experiences for students. The Bonner Leader Program is a multifaceted, four-year civic engagement and leadership program for undergraduate students that blends direct service in the community along with enrichment and training activities designed to promote students' leadership, self-awareness, and professional skill set.

The successful candidate is responsible for providing overall vision, leadership and direction for the Bonner Leader Program; serving as Chair to the Bonner Advisory and Selection Committees; collaborating with Admissions and Marketing Communications to develop outreach strategies and annual recruitment plans, developing and executing weekly educational and reflection sessions; working with the Civic Engagement Coordinator and community partners to develop capacity-building service opportunities, planning periodic service trips and retreats, providing ongoing mentoring and support for up to 40 Bonner Leader students; and overseeing operations of the University's Food Pantry.

A bachelor's degree is required. The ideal candidate will have a minimum of two years of related professional experience or training. Excellent oral and written communication skills required; ability to effectively facilitate group exercises and student training activities; and experience communicating with and supporting students from diverse backgrounds. The Coordinator reports to the Associate Dean of Student Development and works closely with the Civic Engagement Coordinator. Salary is commensurate with qualifications and experience.

Wilkes University is an independent, comprehensive university dedicated to academic excellence in the liberal arts, sciences, and selected professional programs. The University has approximately 2,260 students at the undergraduate level and over 1,250 full time equivalent students at the graduate and first professional levels.

Its institutional focus is on developing strong mentoring relationships with each of its students and contributing vitally to economic development of Northeastern Pennsylvania. The University is located in Wilkes-Barre, Pennsylvania, a revitalized city that is located on the lovely Susquehanna River and is within two and one-half hours driving distance of New York City and Philadelphia.

To apply, visit <https://wilkesuniversitycareers.applicantpro.com/jobs/>. Please be sure to include a cover letter, resume or curriculum vitae and three references.

Wilkes University is constantly seeking to become a more diverse community and to enhance its capacity to value and capitalize on the cultural richness that diversity brings. The University strongly encourages applications from persons with diverse backgrounds. Wilkes University does not discriminate in its employment practices or in its educational programs or activities on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, sex/gender,

gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, or genetic information.