

**Yukon University  
Statement of Qualifications  
Student Engagement Coordinator**

Department: Student Success Division  
Position Title: Student Engagement Coordinator  
Location: Whitehorse  
Date: November 2021

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Essential Qualifications (assessed in screening process)

Education: Undergraduate Degree (with preference for a Masters in Student life/affairs, higher education or other pertinent degrees)

Demonstrated Abilities Experience working in a student-centered environment  
Experience designing and delivering events/programs  
Excellent computer skills and ability to work effectively with social media  
Experience in planning, creating and delivering workshops and large-scale events

Candidates with an acceptable combination of experience and education may also be considered.

Licenses/certificates Valid driver's license

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Rated Qualifications (factors assessed through interview, etc.)

**Knowledge of:**

- K.1 Of issues, challenges and opportunities related to post-secondary transitions and experience.
- K.2 Of the diverse needs of post-secondary students with a focus on what engages and retains students and encourages success.
- K.3 Post secondary educational institutions
- K.4 Healthy engaging recreation and lifestyle programs
- K.5 Northern communities, and First Nations cultures and issues
- K.6 Human Rights legislation
- K.7 University's services and resources available to students
- K.8 Knowledge of pertinent student development theory

**Abilities:**

- A.1 To research, design, deliver and evaluate a variety of innovative creative student-centered activities and workshops
- A.2 To work as part of a team in a changing and fluid environment
- A.3 To respond effectively to emergencies or crisis situations
- A.4 To promote and encourage an environment of appreciation of diversity
- A.5 Ability to resolve conflicts and maintain flexibility and calmness with unexpected occurrences
- A.6 To coordinate multiple projects to execute priorities in a timely manner
- A.7 To plan events and communicate with internal (including fostering partnerships among faculty and administrative departments to encourage participation in programs and encourage student participation) and external resources and participants
- A.8 To use graphic design software, web analytics and a variety of social media
- A.9 Strong organizational skills including setting goals and objectives, establishing deadlines and schedules, coordinating resources, priority setting and time management

**Personal Suitability:**

- PS.1 Commitment to providing quality service through initiative, creativity, flexibility, and adaptability to changing demands
  - PS.2 Excellent interpersonal skills in a multi-cultural setting
  - PS.3 Creative marketing/sales abilities to promote University connections, activities and events
  - PS.4 Strong communication skills including excellent listening skills, public speaking and proficient written communications
  - PS.5 Excellent teamwork skills and commitment to building partnerships for the delivery of effective student services
  - PS.6 Innovative, engaging with a high degree of self-motivation, creativity and enthusiasm
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Conditions of Employment- Valid Driver's License, Security Clearance