



## SLICE Program Coordinator

### *SLICE/Student Affairs*

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*Spring 2021*

#### **Duties/Responsibilities:**

**Taking a holistic approach to student development-** SLICE offers involvement opportunities and programs that center on leadership development, identity construction, intercultural communication and community engagement. Putting Oxy's values into action, SLICE intentionally focuses on meaning-making and transformative learning on campus and in the public sphere.

**Programming with purpose-** SLICE Program Coordinators (PCs) develop and produce dynamic programs and events that cultivate leadership development, social justice and a sense of belonging. With programming partners, student service providers and the greater Oxy community, PCs connect learning with meaningful and reciprocal experiences outside of the classroom. Together, PCs support student development and help create a strong commitment to equity, inclusion and a life devoted to the public good.

All PCs are all required to assist with SLICE administrative functions and support club event planning. Still, positions are organized into thematic tracks. Based on your interest and skill set, please choose from the following:

**Leadership** (approx. 8 hours weekly which includes a required student staff meeting and supervision) Leadership PCs report to the SLICE Associate Director of Orientation and Student Success. They assist with the planning, implementation and assessment of student leadership development programs and activities. This includes supporting student clubs and organizing leadership recognition events.

**Community Engagement** (approx. 8 hours weekly which includes a required student staff meeting and supervision) Community Engagement PCs report to the SLICE Assistant Director of Student and Community Engagement. They assist with the planning, implementation and assessment of social justice programs and activities. This includes supporting community partners and organizing service learning and recognition events.

**Affinity** (approx. 8 hours weekly which includes a required student staff meeting and supervision) Affinity PCs report to the SLICE Associate Director of Orientation and Student Success. They assist with the planning, implementation and assessment of equity and inclusion programs and activities. This includes supporting cultural groups and organizing identity-based leadership development events.

**Involvement** (approx. 8 hours weekly which includes a required student staff meeting and supervision) Involvement PCs report to the SLICE Assistant Director for Student Involvement. They assist with the planning, implementation and assessment of programs and activities that foster a sense of belonging. This includes supporting large scale and late night events that appeal to a broad cross-section of students.

**Orientation: New Student Experience** (approx. 8 hours weekly which includes a required student staff meeting and supervision) Orientation PCs report to the SLICE Associate Director of Orientation and Student Success. They assist with the planning and implementation of New Student Orientation, including assisting with the selection of O-Team, the development of O-Team Training, and providing support to O-Team and presenters. In turn, they work closely with Master Calendar and CEAC to secure programming/meeting spaces on campus. Orientation PCs participate in all aspects of O-Team Training, Kickstart Oxy, Orientation, Cultural Gatherings, Matriculation, Honor Code Signing Ceremony, Welcome Weeks, and Involvement Fairs. Additionally, they assist in the development of Spring and Transfer Student Orientation.

**Excess Food Recovery Team** (approx. 8 hours weekly which includes a required student staff meeting and supervision) The Excess Food Recovery Team (EFRT) PC reports to the SLICE Assistant Director of Student and Community Engagement. They are responsible for leading EFRT and overseeing the coordination of donation acquisition/distribution logistics and special projects. In turn, they manage volunteer recruitment and assist in facilitating Volunteer Orientation and the development of food justice-related projects throughout the year. Additionally, they serve as a liaison to community partners and track EFRT donations on both Oxy and Food Recovery Network databases. Please review the [EFRT PC Manual](#) before completing your application.

### **Qualifications**

- **Strong organizational skills**
- **Ability to interact well with others**
- **Excellent communication skills (both written and verbal)**
- **Excellent computer skills and knowledge of Google Apps**
- **Experience creating varied content across popular social media platforms**
- **Familiarity with business office procedures**

- Ability to self-motivate and be flexible
- Passion for enhancing the Oxy student experience

**[APPLY HERE](#)**

SLICE is located on the ground level of the Johnson Student Center. Operating hours are weekdays between 9 am and 5 pm. NOTE: PCs may be asked to work some nights and weekends, depending on the nature of the program or activity.