



Club Consultant

Job Description

Position Description

The Club Consultant is responsible for supporting and facilitating the development of student communities, including but not limited to, student clubs, student organizations and caucuses. The main duty of the Community Leadership Consultant is to develop and train students as servant leaders to build vibrant student communities. Community Leadership Consultants are proactive and energetic in supporting fellow student leaders.

Duties and Responsibilities

Club Community Support - 70%

- Recruit, train and advise Club Leaders and members
- Meet with Club Leaders and support club meetings
- Build authentic relationships with Club Leaders
- Provide general oversight and advising for club activities, meetings & events
- Provide support and resources to aid in club start up and club development throughout the year
- Conduct student performance and growth-based evaluations and other various program assessments
- Manage and balance activity and event budgets
- Update club directories and event calendars
- Provide assistance and coordinate projects to support the overall club program, including but not limited to quarterly Club Program fairs
- Communicate and build relationships with student government officers in order connect Recognized and Certified Clubs to ASHC
- Research and connect club communities to on and off campus opportunities to aid in club growth
- Attend caucus assigned group meetings that involve clubs
- Correspond with club advisors and other related campus offices

Consultations and Training - 15%

- Develop & facilitate club orientations and leadership development trainings
- Conduct leadership consultations for drop in students that want to get involved
- Consult communities interested in organizing clubs with student leadership groups, classes, etc.

Event Committee Planning & Advising - 10%

- Train student leaders in successful event planning, marketing, and campus policies.
- Provide general advising for signature event programming with clubs or other student groups
- Provide support and resources to aid in event success
- Conduct growth-based evaluations of events and other various program assessments
- Manage and balance event programming budget

Other Duties - 5%

- Answer programming related questions to general campus
- Provide general office support to The Center, including front desk coverage

Core Team

- Plan and participate in Core staff projects and tasks.
- Attend all required training for professional development
- Actively participate in all CCIE and CLS programs
- Actively participate in CONNECT Program

- Facilitate and engage in Core staff meetings (Mondays 4 pm-5 pm)
- Recruit and actively engage prospective students into leadership opportunities and involvement with the Center for Cultural & Inclusive Excellence and Center for Leadership & Service.
- Maintain a welcoming, vibrant, and clean office environment that centers students' identities.
- Provide general office support when needed
- Engage Core staff in joining and supporting student-led clubs

What you Bring:

- A passion for supporting the growth of student-led communities
- A commitment to building authentic relationships with fellow students
- Willingness to learn and grow as a student leader working with a diverse team
- Open to leading and supporting others from different backgrounds & identities
- A commitment to diversity and creating an inclusive environment at Highline College
- A self-starter who demonstrates initiative and ability to be self-directed
- Enjoy working in an energetic, collaborative and fun environment

Work Expectations:

- Registered for at least 6 credits and a minimum of 2.5 cumulative GPA each quarter.
- Students will participate in a quarterly reflective evaluation to help identify leadership strengths and challenges during the duration of the position.
- Students can expect to work up to 15 hours per week. This position pays WA minimum wage.