



**PROGRAM COORDINATOR**  
**Position Announcement**  
Office of the Dean of Undergraduate Students  
Princeton University



---

**Summary Announcement**

Princeton University's Office of the Dean of Undergraduate Students (ODUS) seeks an energetic, collaborative, and innovative candidate to serve as Program Coordinator for Princeton Student Agencies (PSA) and the Performing Arts Council (PAC). Established in 1911, PSA provides students with opportunities in entrepreneurship, leadership development, and business management. As one of the University's largest employers of undergraduates, PSA offers students practical experience while delivering a number of goods and services throughout the Princeton community. PAC serves as the governing body for Princeton's 35 student-led arts groups. With six elected student leaders, PAC facilitates the showcasing of the diverse artistic talent at Princeton, while fostering a spirit of collaboration and innovation amongst the student arts groups. In a period of rapid growth, PSA and the student arts community offer an opportunity to participate in the expansion process following recent and ongoing capital improvements, current program review, and the continuing development of a robust and vibrant student arts scene.

---

**Position Description**

Reporting to the assistant dean of undergraduate students/ director of Princeton Student Agencies, the program coordinator will play a central role in advising the students charged with operating 14 student-led businesses. Working collaboratively with a small group of colleagues to support the mission and function of Princeton Student Agencies, the program coordinator provides daily oversight for the program and fosters business and leadership development opportunities for students while ensuring fiscal stewardship, policy compliance, marketing best practices, and a high level of service to the University community. The program coordinator facilitates programming initiatives related to business, entrepreneurship, and e-commerce, and oversees the recruitment, selection, training, and evaluation of student directors while serving as a resource and intermediary for these student leaders. Additionally, as students present proposals for new agencies, the program coordinator guides the expansion process by offering recommendations pertaining to market research, identifying potential opportunities, challenges and agency interdependency, and serves as a conduit between PSA and various University departments.

The program coordinator is also the primary advisor to the Performing Arts Council, its 35 member student groups, and executive board. In this role, the program coordinator is responsible for the development and administration of policies and resources which support the student performing arts community through programming, leadership development, facility management, and fleet coordination.

---

**Summary of Duties and Responsibilities**

*Program Management*

- With annual revenue approaching \$1 million, evaluates and submits a proposed budget for the Student Agencies program;

- Reviews and approves vendor bids, contracts, and payment vouchers under \$50,000, as well as all student director credit card statements in Concur; undertakes first review (for approval by the assistant dean) of transactions over \$50,000, and for the Princeton yearbook and official University Commencement video;
- Reviews all agency manuals;
- Reviews and creates incentives in student director contracts for meeting or exceeding articulated goals for sales and customer service;
- Provides stewarding of program funds, including monitoring of monthly statements for coaching opportunities with individual student directors and amortization payment schedules for applicable agencies;
- Reviews and approves the labor accounting and Time Collection process for student directors and approximately 250 biweekly student employees, including coordination of final payment calculations for student directors;
- Reviews, coordinates, and approves all agency related operations within the Online Student Event Registration Form (OSERF);
- Coordinates interim and early housing requests for student directors, PAC, and WPRB Radio Station;
- Builds and maintains collaborative relationships with the Housing Office, Freshmen Scholars Institute, Print & Mail Services, Building Services, Reunions, Residential Colleges, Transportation & Parking, Risk Management, and numerous external vendors;
- Ensures agency presence and oversees program operations during student Check-in, Families Weekend, Princeton Preview, Reunions, and Commencement;
- Develops and ensures a cohesive brand for PSA while approving all agency promotional materials;
- Makes recommendations to the assistant dean regarding final arbitration of customer complaints;
- Evaluates programs, coordinates agency assessment efforts, and participates in strategic planning.

#### *Arts Development and Administration*

- Serves as primary advisor to the Performing Arts Council (PAC), comprised of approximately 35 member groups;
- Meets regularly with PAC executive officers, advises students regarding policy, resources, facility usage, agenda setting, communication, and group initiatives;
- Coordinates a newly established Princeton Arts Weekend, a campus-wide three-day festival of the arts. Working with the assistant dean, deputy dean, and a student committee, the program coordinator takes the lead in coordinating events sponsored by students and University departments such as the Lewis Center for the Arts, the Princeton Concerts Commission, the Music Department, the Princeton Art Museum, and others;
- Provides administrative oversight for high profile institutional programs, such as This Is Princeton (TIP), This Side of Princeton (TSOP), and TigerNight;
- Facilitates the Master Class Series and student performing arts courses for Wintersession;
- Facilitates quarterly receptions and open house events for the student performing arts community;
- Serves as ODUS liaison with residential college administrators, Lewis Center for the Arts, Frist Campus Center, Richardson Auditorium, and Campus Recreation staff regarding PAC's allocation of student performance space while addressing problems and conflicts;
- Reviews, coordinates, and approves all PAC related submissions within the Online Student Event Registration Form (OSERF);
- Reviews and coordinates the issuance of prop weapons approval letters for performing arts groups;
- Coordinates the Passport to the Performing Arts program;
- Assists undergraduates in student initiated arts programs, including audio and video recordings as well as off-campus theatrical performances, presentations, and tours;
- Selects and supervises the ODUS Arts Fellow and facilitates program evaluation and assessment strategies related to the student performing arts community;

- Collaborates with Environmental Health and Safety to ensure that all student performing arts groups have completed mandatory technical theater safety training;
- Monitors accounts and service charges for the Performing Arts Council, Bloomberg Hall, and the Master Class Series.

#### *Leadership Development and Programming*

- Assist in the direction of approximately 14 student-led businesses which provide a myriad of services to the University, including event security, graphic and web design, publications, laundry service, publicity, care packages, photography & videography, Princeton gear, moving and storage, dorm furnishings, bartending, class rings & degree frames, and water delivery;
- Supervises student leaders, advising them on institutional resources, policy, and procedure as well as problem solving;
- Facilitates the recruitment, selection, training, and evaluation of student directors and interns, including the transition of student leaders;
- Creates and maintains leadership and co-curricular opportunities for student directors, including workshops, programs, and events on business and entrepreneurship;
- Fosters and maintains partnerships on joint programmatic initiatives;
- Facilitates biweekly PSA Board of Directors meetings and agenda setting;
- Serves as a bridge between student leaders and University offices;
- Serves as a member of the Commencement Committee and advises the Yearbook and Senior Step Sing subcommittees;
- Serves as a member of the ODUS Student Organizations and Activities Team; supports large campus events; shares responsibilities for ODUS/University assignments and serves on various University-wide committees and working groups as a representative of student agencies and organizations.

#### *Other Duties*

- Under the direction of the assistant dean and deputy dean, coordinates and manages capital improvement projects related to all student performing art spaces. This includes; (1) Bloomberg Hall with 1,360 square feet of space containing 11 dedicated rehearsal rooms, 8 storage rooms, shared dance studio, shared theater rehearsal space, two offices, 85 storage lockers, and common area; (2) Theater Intime, a space of 7,650 square feet in Murray Dodge Hall which includes a 102-seat theater, lobby, reception lounge, set shop, ticket office, storage, and dressing rooms; and, (3) Stone Barn with 519 square feet of storage space for student performing arts groups and two student agencies;
- Oversees the inspection, documentation, and maintenance of student organization spaces within the department to ensure compliance with University policy. This includes 33,000 square feet across 13 buildings;
- Facilitates the usage, inspection, documentation, and maintenance of all vehicles within the department to ensure compliance with University policy and applicable laws;
- Attends and leads sessions for the annual Halftime retreat, an off-campus retreat for sophomores;
- Attends all assigned ODUS and Campus Life staff meetings and retreats;
- Supports the department by developing, coordinating, managing, and assessing aspects of large campus events sponsored by ODUS;
- Supports initiatives which advance the goals for the co-curricular student experience at Princeton and the Campus Life Diversity and Inclusion Plan;
- Participates in the development of policies and programs affecting undergraduates;
- Partners closely with the assistant dean on other projects, initiatives, and programs that support the student experience;
- Other duties as assigned.

---

## Essential Qualifications

- Bachelor's degree.
- Excellent analytical, organization, problem solving, and communication skills, both orally and in writing.
- Ability to work independently and take initiative.
- Experience with and understanding of activities and programs sponsored by Princeton undergraduate student organizations.
- Ability to coordinate and prioritize a demanding schedule and a diverse portfolio of responsibilities.
- Strong interpersonal skills as well as a demonstrated ability to work as part of a team and interact effectively with students, faculty members, alumni, and administrators.
- Sensitivity to the needs and concerns of students from diverse backgrounds.
- Creativity in advising student organizations on the planning and implementation of programs.
- Availability to work a number of nights and weekends during the academic year in order to ensure proper oversight of programs and events.

---

## Preferred Qualifications

- Budgetary management.
- Demonstrated creative ability in program development.
- Experience with establishing new programs and/or initiatives.
- Familiarity with student initiated activities and programs.
- Working knowledge of web page development and maintenance.
- Business development experience, with an emphasis on online commerce.
- Working knowledge of the current Princeton undergraduate co-curricular environment.

---

## Directory Title

- Program Coordinator

## Department

- Dean of Undergraduate Students – 50300

## Requisition Number

- 1600770

## Job Function

- Administrative or Professional

## Grade

- ADM 040

## Full-time/Part-time

- Full Time

**Work Schedule, if other than standard hours**

- Availability to work a number of nights and weekends during the academic year in order to ensure proper oversight of programs and events.

**Eligible for Overtime**

- No

**Benefits Eligible**

- Yes

**Education Required**

- Bachelor's Degree

**Application Deadline**

- Open Until Filled or See Position Summary.

**Instructions for Applying**

- Complete the [online application](#) and click "Apply to this Posting" at the top of the posting details page.

**Documents which can be associated with this posting**

- Resume/CV
- Cover Letter

**Proposed Start Date**

- 10-24-2016

**EEO Statement**

- Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.
-