Engagement Consultant Job Description

Position Summary:

In line with the Office of Student Engagement vision statement of “Helping Every Deacon Find Their Place,” Engagement Consultants will assist students with creating a sense of belonging by working with individual students to identify student organizations, mentoring and employment opportunities, campus initiatives, and traditions to become involved in. Additionally, Engagement Consultants will assist student organizations with the execution of initiatives to increase leadership and peer accountability. Engagement Consultants will work with student leaders and student organizations on opportunities to enhance initiatives that would strengthen the Wake Forest community as well as increase student sense of belonging.

Engagement Consultants will cultivate a volunteer base of Consultants who will contribute to increasing a sense of belonging for students at Wake Forest University through a wide-range of programs and initiatives. Engagement Consultants will provide support to volunteer Engagement Consultants, as well as oversee training and consultation initiatives with areas interested in either a) having engagement consultant interaction or b) are interested in student-led training on ways for students to become involved and engaged at Wake Forest.

Program Outcomes:

- Increase recognition of WFU involvement opportunities, through E.C. led exposure to student organizations, community service opportunities and major campus traditions.
- Increase articulation on the concepts of involvement and engagement by participating in and reflecting upon involvement opportunities at WFU.
- Increase connection between personal values and selection of involvement and engagement opportunities, through E.C. assisted creation of involvement plans.
- Demonstrate correlation between applying reasons for getting involved and personal sense of belonging at WFU, via self-reflection opportunities.

Responsibilities of Engagement Consultants:

- Recruit, train, and manage student volunteers for the Student Involvement Fairs, showcases, student consultations, etc.
- Attend meetings/events and trainings with campus partners (ex: Resident Advisor training, student advisor training, etc.)
- Assist with first steps in communicating with, exploring, and joining organizations that students are interested in, including preparing for upcoming interviews and applications for involvement or leadership opportunities within an organization
- Facilitate peer-led student leader trainings and discussions
- Facilitate Campus Life/Student Engagement presentations on involvement, engagement and sense of belonging
- Assist students with learning and understanding CollegiateLink as an avenue for identifying involvement opportunities
○ Manage Student Engagement social media and technology to reach and inform students on opportunities for engagement and involvement. (CollegiateLink, Blogging, Facebook, etc.)
○ Commit to three hours of consultation (outside of office hours) per week
○ Facilitate one-on-one consultations with students
○ Assist students in preparing for upcoming interviews and applications for involvement or leadership opportunities within an organization
○ Coordinate “Meet Ups,” connecting students to campus events by organizing groups to attend events together.
○ Assist in the development and implementation of the fall and spring Student Involvement Fairs that aid student organizations in recruiting members and sharing their information
○ Assist students with learning and understanding CollegiateLink as an avenue for identifying involvement opportunities
○ Become familiar with the Campus Life and Student Engagement calendars to share with students about upcoming events and campus traditions

Eligibility:

● Must be enrolled as a full time student
● Available for fall/spring trainings
● Available for recruitment events throughout the year including Orientation and Involvement Fairs
● Must attend the Engagement Consultant Meeting (weekly)
● Must have a diverse and balanced involvement/co-curricular experience at WFU
● Must be of sophomore, junior or senior status
● Must have a 3.0 GPA or higher
● Must be able to work seven (7) hours a week
● Year-long commitment

Professional Development Opportunities:

● Trainings including StrengthsQuest, Student Leadership Challenge, etc.
● Curriculum development and presentation experience
● Monthly leadership and engagement discussions