Indiana University-Purdue University Columbus (IUPUC) is committed to being a welcoming campus community that reflects and enacts the values of diversity, equity and inclusion that inform academic excellence. IUPUC has delivered high-quality undergraduate and graduate degree programs aligned with regional needs since 1970. We seek candidates who enjoy interacting with students, faculty, and staff and who are committed to creating an inclusive learning and working environment, enhancing our representational diversity, and making a difference in the future of our region.

IUPUC is dedicated to improving community mental health and wellness by preparing graduate students for Indiana licensure as mental health counselors through our Master of Arts in Mental Health Counseling Program. The program’s training clinic, the Tom & Barbara Schoellkopf Community Counseling Center, offers counselors in training supervised practice opportunities serving IUPUC students and other community members. Through its Office of Student Affairs, IUPUC also participates in the university wide "U Bring Change to Mind" effort that strives to reduce stigma about mental illness and promote student participation in mental health and wellness services.

The Student Programming Coordinator is responsible for providing administrative support for academic and student service activities related to campus mental health and wellness. This includes MA in Mental Health Counseling, Tom & Barbara Schoellkopf Community Counseling Center, U Bring Change to Mind, and others. The general purpose of this role is to complete program-related support work that includes serving as a resource to student program participants. This work is designed to enhance and reinforce the academic engagement and experiential learning capacity of the student experience.

REQUIREMENTS
Required education is a high school diploma or equivalent (such as HSED or GED). Required experience is 2 years in an office environment, higher education, or related field. Combinations of related education and experience may be considered. Preferred qualifications include professional experience in relevant university areas.

The successful candidate should possess proficient communication skills; maintain a high degree of professionalism and confidentiality; possess time management and priority setting skills; high commitment to quality; highly thorough and dependable; ability to maintain confidential information; and commitment to working with people of diverse backgrounds and demonstrated cultural competency.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position must apply online at [https://jobs.iu.edu/](https://jobs.iu.edu/), Search for Job ID 307933 to view the complete position description and to apply. A resume must be submitted with your online application. This opportunity is available to internal and external candidates and the deadline for applications is September 21, 2023, or until filled.

BENEFITS/PERKS
University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to [http://hr.iu.edu/benefits/](http://hr.iu.edu/benefits/) to learn more about the resources, services, and other generous benefits available to Indiana University employees. Indiana University offers a competitive benefits package which includes the following for non-exempt-level employees: 10 paid holidays; 14 vacation days (19 days after six years of service), 12 sick days; Medical, Prescription, Vision, and Dental Coverage; Tuition Assistance; and Spending and Saving Accounts. IU also makes all contributions to a 401(a) defined contribution plan in an amount equal to 10% of your base salary each pay period. New employees are subject to a 3-year cliff vesting requirement.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: [http://www.iupuc.edu/](http://www.iupuc.edu/) and [http://columbus.in.us](http://columbus.in.us)

COVID Information: Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.