



## Program Leadership and Coordination

### Description

- Activities that have a clear and directed intent to develop the student's capabilities in leadership and program development. These activities are designed so the student's skills and knowledge continue to be evaluated and advanced. Students provide leadership and coordination to co-curricular programs and student organizations, and provide an inherent contribution to the student life experience. Possible activities include management of a service, leadership of a student organization, supervision or guidance of students and longer term projects. Position serves as a liaison between the university staff and the program/organization. Student attends trainings and meetings with professional staff for the purpose of furthering the leadership development of the students. If the student wasn't performing the function, a staff member would not be hired to perform these duties.

### Approved Undergraduate Opportunities

- Examples of approved Program Leader/Coordination opportunities include Meiklejohn Leadership, Swearer Center Leaders, Residence Advisors (Residential Life & OCE) and Writing Fellows. See below for instructions regarding requesting approval of a Scholarly Award not listed here.

### Method of Payment

- Compensation Plan: Student Program Leader Stipend; Biweekly Payroll (*note: change default frequency to biweekly and enter the biweekly installment to be received with an effective date and expected end date such that the full stipend is received across the number of pay periods the student performs the role*)
- No time reporting
- I-9 is required
- Earnings are taxable

### Requesting Approval

If you would like to create or request approval for an Undergraduate Scholarly Award or a Program Leader/Coordinator Opportunity, not listed as an approved opportunity, please email [Student\\_Employment@brown.edu](mailto:Student_Employment@brown.edu) with the following:

- A program description that includes the activities to be performed.

- How those activities will further the student's learning and development.
- The process by which the student accesses the award or opportunity.
- Department Name
- Reporting Line
- Contact Person
- Compensation (\$ amount/payment method...lump sum, two payments, bi-monthly, etc.)
- How many students a year
- Program verse Scholarly Award
- Names the program may be listed as