



**Position Title:** Part-Time Student Life Program Coordinator  
**Reports To:** Director, Student Life  
**Department:** Student Life  
**Prepared By/Date:** Donna French/04-11-2011  
**Approved By/Date:** DR. Veronica Owles/04-22-2011  
**Revised:**

**Job Code:** 8104  
**Job Group:** H1-NIE  
**Salary Grade:** HI  
**FLSA Status:** Exempt

**Summary:**

This position serves as the coordinator and program specialist to the Student Life Department.

**Essential Duties and Responsibilities:**

- Advises members on individual and committee basis of the planning and operation of Student Life Councils including the Council of Student Organizations (CSO) and the Campus Activities Board (CAB)
- Works with students to set short and long-term goals for the CSO and CAB
- Works with the Student Life Director to promote a campus environment where academic learning is enhanced through active participation in campus activities
- Provides leadership development trainings for council members in Student Life
- Oversees assigned budget
- Initiates communication with internal or external vendors and recommends their services for student program events
- Recommends programs based on needs assessment, learning outcomes, and selection of student leaders
- Creates adequate quality control of the logistical aspects of program planning
- Creates marketing programs that appeal to the students
- Creates assessment tools that measure learning outcomes
- Selects students to participate in CSO and CAB related activities and travel
- Attends all official meetings, conferences, retreats, etc.
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Possess excellent student supervisory, leadership, organizational and problem solving skills
- Possess excellent organizational and multi-tasking skills
- Possess excellent analytical and business writing skills used in report preparation, data interpretation and policy and procedure development
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public
- Ability to recruit students for leadership positions
- Ability to market and create programs that cater to the diverse MDC population
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Must be able to travel to local and regional conferences to contact vendors
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in an appropriate field from an accredited institution and three (3) years related work experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name