



Position Title: Part-Time Student Life Coordinator

Job Code: 8349

Reports To: Manager, Student Life

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Student Life Coordinator advises the SGA on their day-to-day activities, provide technical support of Student Life promotional materials, and assist in day-to-day function of the Student Life Office at Wolfson Campus.

Duties & Responsibilities:

- Coordinates and executes all duties pertaining to advising the Student Government Association, which includes working with students, faculty, staff and the community.
- Provides technical support and leadership in the coordination and creation Student Life Department signs and ensures accuracy.
- Organizes and maintains records of all signs created and printed.
- Assists the front desk staff with creating IDs, issues parking decals and assists students.
- Assists with planning college-wide student events, including set-up, staffing, etc.
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree and (2) two years of clerical experience
- Experience in working with students, organizations and planning events
- Proficient knowledge in Microsoft Office and Adobe Photoshop
- Excellent interpersonal and communication skills (both verbal and written)
- Excellent organizational and multi-tasking skills
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Flexible schedule, some evening and weekend hours

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name