



**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 coordinates all student Wolfson Campus events for the office of Student Life in collaboration with the Student Allocation and Programming Board.

**Duties & Responsibilities:**

- Shared responsibility of managing the activities center, setting up tournaments, games and programming for the student activities center.
- Maintaining office supplies inventory
- Assisting in the planning, preparation, implementation, and set up of events being offered by the department
- Coordinates fundraising schedule for student clubs/organizations
- Coordinates events calendar for the office of Student Life
- Provides ongoing administrative support to the office of student life
- Maintains program files, prepares program correspondence and campus work orders and prepares necessary service agreements
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree and (2) two years of clerical experience
- Knowledge of general college operations policies and procedures
- Must possess decision-making skills and good organizational skills
- Ability to work independently and well with students, faculty and the general public
- Experience working with student population, organizations and planning events, experience in Microsoft Office, customer service and supervisory skills
- Flexible schedule, some evening and weekend hours.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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