Coordinator, Student Life

FLSA Status: Non-Exempt
Pay Grade: 13
Job Title ID: 12303
Job Series/Job Family: Student Support & Success Series / Student Life Family

Reports To

Supervisor, Student Life

Job Purpose

To coordinate and implement activities in relation to student clubs, organizations, committees, and student related special events, programs, activities, and recognition and award programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Oversees workflow of assigned Student Life Specialist, hourly and volunteer staff, and Student Life Campus Office.
2. Serves as a process holder for college-wide student development programming areas that includes: program development, implementation, evaluation, and assessment; serves on college-wide committees related to the program areas.
3. Provides oversight of student organizations and groups which include: recruitment, interviewing, work allocation, scheduling, training, problem resolution, pre- and post-performance evaluation and assessment. May serve in an advisory capacity to student groups and organizations.
4. Researches, recommends, develops and implements departmental programs and activities in conjunction with Student Life Specialists.
5. Maintains campus operating and programming budget accounts. Oversees financial transactions for student organizations and groups.
6. Prepares administrative reports for Student Life events, programs, budgets, and accomplishments.
7. Interprets and implements policies and procedures for Student Life programs, events, and activities.
8. Serves as first level contract negotiator of vendor event contracts, vendor insurance conditions and purchasing care requirements.
9. Plans, organizes and oversees student travel programs; chaperones off campus trips and events, as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Communication methods used with students of diverse backgrounds and ages.
- Assessment programs to identify student needs.
- Procedures, guidelines, and compliance requirements for student activities and programs.
- Uses of emerging technologies and communication systems to promote programs, activities, and services.
- Principles and practices pertaining to planning, developing, supervising, evaluating, and assessing Student Life related programs, including student clubs, organizations, leadership, diversity, student life, communication, media, and special events.
- Student retention/attrition theories.
- Federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills.
- Overseeing workflow.
- Working collaboratively and as part of a diverse team.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work related information and materials.
- Ability to prioritize multiple projects.
- Ability to create, compose, and edit written materials.
- Ability to effectively manage change.
- Ability to develop, write, plan and implement short and long-range goals.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting and carrying up to 25 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, climbing ladders and other physical movements involved in decorating rooms, posting signs and event setup.
- Work is routinely performed in a standard office environment with occasional events outdoors.

Work Experience

Required

- Two years related work experience.

Preferred

- Experience as a professional mentor or advisor to Student Government.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Required

- Reliable transportation needed for local Austin area travel; Ability to successfully complete background check prior to employment.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.