

**JOB TITLE:** Campus Life and Leadership Coordinator

**DEPARTMENT:** Student Development

**LOCATION:** Union Campus

**REPORTS TO:** Vice President, Student Development

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 3/16/18; 05/22/2014

**POSITION SUMMARY:** Develop and manage student activities program designed to promote student growth and development and to successfully retain students.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree; one year related experience; First aid/CPR certification; valid driver's license

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Plan, organize, coordinate and supervise various educational, recreational, social and cultural student events in correlation with East Central's core values.
- Develop programs that meet the needs of an ever-changing student population.
- Develop leadership skills in students that promote integrity, enthusiasm, vision casting and responsibility.
- Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Assist student government, student clubs and their sponsors in planning and organizing campus activities.
- Promote the creation of and development of new clubs and help identify potential club advisors among existing campus personnel. Also, provide resources/training for club advisors.
- Plan, coordinate and supervise the preparation and dissemination of publications related to student clubs, and activities. Edit flyers, posters, literature and other materials prepared by student groups for on and off-campus distribution. Implement and oversee processes for posting/distributing of materials and electronic media on campus as requested.
- Participate in the development of marketing strategies to promote campus activities and services to maximize student involvement.
- Plan, organize, and implement an intramural program that encourages participation of both genders.
- Work with the Director of Public Relations, the orientation staff, and others to market student involvement, campus activities, and events.
- Work with faculty to develop services and learning activities designed to encourage good citizenship and support core values.
- Develop and monitor the student government budget, campus activities budget, and student club budgets as well as review and approve club activity requests and contracts.
- Develop leadership skills in students.
- Facilitate, promote and assist with student recognition/award presentation events.
- Develop and maintain a student organizations handbook, with general procedures and guidelines for club officers, advisors and club members.
- Serve as an academic advisor during semester breaks, summer sessions and other low student activity periods, under the direction of the Director of Advising and Counseling.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of student development theory and practice; knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and

apply these guidelines correctly in various situations; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; understand and independently carry out both oral and written instructions; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude; skill in budget preparation and budget management; ability to handle confidential material judiciously; ability to prepare and analyze financial statements and reports; ability to understand and communicate effectively with students and co-workers; event planning skills; excellent interpersonal and communication skills; self-motivated, flexible, creative and imaginative with the ability to speak in front of others; ability to interact effectively with diverse student populations and a wide variety of co-workers; ability to create, plan and promote new and existing events on a regular basis.

**LEADERSHIP and COMMUNICATION SKILLS:** Communicate with operational and functional leaders; read and interpret professional materials involving advanced bodies of knowledge; develop leadership skills in students through evaluation or curriculum; ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions; strong interpersonal and communication skills; ability to foster a cooperative work environment; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; ability to make administrative/ procedural decisions and judgments.

**DECISION-MAKING and ANALYTICAL SKILLS:** Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities; adhere to department and college policies, procedures, and practices; perform job duties in a safe and efficient manner.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

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