



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Coordinator of Student Activities

Department: Student Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with Experience and Education

Work Schedule: 40 hours a week (some evenings and/or weekends as required)

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES: The Director of Student Activities is responsible for engaging students. This person leads, plans, and coordinates the student activities programs on campus that will enrich and enhance the student's overall experience. The Coordinator will supervise student organizations and facilitate meetings and partnerships that will further improve students' engagement on campus. Efforts of the Coordinator of Student Activities align with the goals of the Division of Student Engagement and the strategic direction of the vision of Shorter College. Engages and mentors students in alignment with student development theory and best practices in the field of student affairs; advises student government association; assist SGA leaders in identifying goals and outcomes for the year, and a plan for implementation, create and implement off training for SGA leaders, focusing on goal setting, leadership development, team building, and transition planning, leads student organizations by providing leadership development and advisor training; maintains budgets for all student-led groups and activities; maintain and implement policies, procedures, handbook, and training for student organization officers and advisors, including budget development, financial management, risk management, and event planning; oversee student organization budgets, assist student organizations in reserving space, procuring vendors and supplies for events.

EDUCATION and EXPERIENCE: A Bachelor's Degree is preferred. One to two years' experience planning events and activities.

LANGUAGE SKILLS: The ability to effectively communicate with students, parents, administrators, faculty and staff members, and outside constituencies.

REASONING ABILITY: Must be able to work well under pressure, work independently, take initiative and oversee a variety of projects simultaneously. Possess a high level of professionalism and maturity.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

WORK ENVIRONMENT: While performing the duties of this job, the employee will work in an office environment. Some travel is required. Flexible/Adaptable to constant change. Ability to work some evenings and/or weekends as required.

PHYSICAL DEMANDS: Not Applicable

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214