



SHORTER COLLEGE JOB POSTING

COMPANY: Shorter College

Job Title: Coordinator of Student Activities

Department: Academic and 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: Monday – Friday; some weekends and evenings are required

SUMMARY AND ESSENTIAL DUTIES:

The Coordinator of Student Activities will be responsible for providing overall leadership for the Campus Activities Board, clubs, organizations on campus and support other areas of campus life. 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 Department of Student Affairs' Strategic Plan and the vision of Shorter College.

RESPONSIBILITIES:

- Design, plan, create and post monthly calendars and flyers to advertise activities and program offering on-site.
- Oversee activities, recruit volunteers, and build community partnerships with organizations.
- Provide a welcoming and inviting atmosphere to all students.
- Advise Student Government Association (SGA).
- Assist SGA leaders in identifying goals and outcomes for the year, and a plan for implementation,
- Create and implement training for SGA leaders and leaders of all organizations.
- Provide leadership development, team building, goal setting for student organizations.
- Providing leadership development and advisor training for student organization advisors.
- Maintains budgets for all student-led groups and activities; maintain and implement policies, procedures, handbook, and training for student organization officers and advisors, risk management, and event planning.
- Ensures all student organizations have at least one faculty and/or staff advisor.
- Assist student organizations in reserving space, procuring vendors and supplies for events.
- Oversee a student led Campus Activities Board.

- Plan a robust calendar of student events for the academic year and ensure staff representation at all events.
- Develop outcomes for all activities and provide data regarding attendance and student-feedback.
- Support student-led programming efforts for on- and off -campus activities, including working with vendors, venues, and performers to secure quotes and contracts.
- Provide choir/band director and coaches of students' weekly progress.
- Meet with SGA and student organizations weekly and submit a weekly report to Associate Dean of Student Affairs.
- Work collaboratively with Director of Student Success and Director of Admissions by assisting with activities for New Student Orientation and Welcome Week.
- Work with Director of Student Success in planning end of the year events for graduates.
- Other duties as assigned.

EDUCATION and EXPERIENCE:

- Minimum of a Bachelor's Degree is preferred
- 2-3 years of work experience in student activities and event planning.
- Prior experience in a higher education student service setting preferred but not necessary
- Ability to use software and technology to communicate, and present and report data
- Ability to develop partnerships within a higher education setting and throughout the community
- Experience with event planning/coordination
- Ability to maintain a high level of accuracy and attention to detail
- Ability to work with a highly diverse staff and student body
- Strong work ethic with the **ability to work nontraditional hours, as necessary, to attend off-campus events.**

LANGUAGE SKILLS:

Must have effective communication skills with a proven ability to foster collaborative efforts within a diverse community. Able to use technology to communicate, manage and analyze data.

REASONING ABILITY:

Ability to effectively present information and address questions from a campus community.

CERTIFICATES, LICENSES, REGISTRATIONS:

Not Applicable

WORK ENVIRONMENT:

While performing the duties of this job, the employee will work in an office environment. Flexible/Adaptable to constant change.

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, 72114