

Job Description

Position Title: Student Life Coordinator

Job Family: Student Services

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 03

Position Summary:

The Student Life Coordinator is part of the Student Affairs Division and is responsible for supporting and developing programs that contribute to a vibrant campus life and student experience. This position will provide planning, development, implementation and assessment of both campus-specific and large-scale district-wide events and ongoing student leadership programs to meet the needs of a variety of students.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Collaborates with others, including development, implementation, evaluation, and coordination program goals, objectives, and activities.
2. Develops student program learning outcomes, surveys and assessments, compiles data, and makes recommendations for program improvements and new programming.
3. Oversees daily operation of Student Life Centers, including supervision of student employees.
4. Researches, compiles, assesses and reviews data and prepares related reports and correspondence.
5. Plans and coordinates ongoing co-curricular programming and College-wide events.
6. Serves as a central point of contact between students, faculty, staff, and other departments or external constituencies concerning programmatic, operational, or administrative matters.
7. Assists with division events, meetings, and special projects to support students, as assigned.
8. Develops and maintains skills in developing student programming, leading events, serving and recruiting students.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices.
2. Knowledge of internal and external customer service principles and practices.
3. Knowledge and application of organizational and time management principles.

4. Knowledge of principles and methods for promoting programs and services
5. Skill in analyzing data and drawing conclusions.
6. Skill in budget/resource management.
7. Skill in coordinating and monitoring the work of others
8. Skill in effective communication (both written and oral).
9. Skill in public speaking.
10. Ability to develop and maintain effective and positive working relationships.
11. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

Supervision:

- Provides lead work, advises and/or guides students and student workers. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
- Up to One (1) year of related experience required.
- One (1) to Three (3) years of related experience preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License