



JOB DESCRIPTION

JOB TITLE: Coordinator of Student Activities	FLSA: Exempt
Department Student Services	Date: 5/19/2015
Security Sensitive: Yes	Grade: C41
Reports To: Vice President of Student Services	

Job Summary:

The Coordinator of Student Activities reports to the Vice President of Student Services and directs and coordinates all student related activities and functions, including intramurals, to enhance the growth and development of all students by providing social, cultural, recreational, and educational opportunities for all students to engage with the campus and the community.

Essential Job Functions:

- Coordinates all student related activities and functions;
- Serves as advisor for the Student Government Association;
- Promotes, organizes, schedules, and supervises student intramural/recreational programs;
- Promotes and supports campus clubs and organizations; promotes the creation and development of new campus clubs and organizations; provides an annual orientation for all clubs and organizations; maintains appropriate contact with all clubs and organizations, including advisors;
- Promotes, organizes, and coordinates campus special events such as Fall Festival, organizational fairs, Mardi Gras activities, blood drives, movie nights, and other activities;
- Coordinates, prepares, and disseminates publications related to student clubs, student activities, student intramurals, and student services, to students, staff and the community. Assists in preparing and editing student flyers, posters, literature and other materials prepared by student groups for on and off-campus distribution. Implements and oversees processes for posting/distributing of materials on campus as requested;
- Maintains accurate records of all Student Activities events and Student Government Association activities (including event proposals, budgets, contacts, contracts, media/publicity, and evaluations);
- Coordinates campus volunteer programs; maintains accurate records of all volunteer programs that Galveston College student organizations sponsor, co-sponsor, and/or participate in on behalf of the College;
- Maintains and regularly publishes an up to date calendar of activities and events that is made readily available to all Galveston College students;
- Coordinates travel arrangements for student related travel in accordance with College policies and procedures;

- Communicates with current and potential students about events and/or student life opportunities available at Galveston College;
- Serves as the student services liaison to Galveston College athletic programs;
- Assists with the development and evaluation of student recruitment activities;
- Represents the College at recruitment events on campus and in the community;
- Develops and maintains an appropriate student life environment within the Student Center;
- Assists with graduation ceremonies, as required;
- Actively recruits and promotes the College, as required;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties, as assigned.

Minimum Education, Skills and Abilities:

- Bachelor's degree required;
- Demonstrated understanding of, and a commitment to: the community college mission and purpose; teaching and learning; high academic standards; and, student success;
- Knowledge and experience using integrated software systems and Microsoft applications (with proficiency in MS Word, Outlook, Publisher, Excel, and PowerPoint presentation);
- Ability to work effectively with a diverse student population;
- Demonstrated organizational skills with attention to detail;
- Ability to work a flexible work schedule including evenings and weekends as needed;
- Demonstrated excellent oral and written interpersonal skills to effectively communicate with students, faculty, and the general public;
- Skill in establishing and maintaining effective working relationship with students, employees and the public;
- Skill in facilitating and modeling a quality customer service orientation;
- Ability to efficiently multi-task and conduct/complete independent work assignments.

Preferred Qualifications:

- Master's degree;
- One to three years related work experience; preferably in a community college or university setting.

Work Environment:

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements:

- Subject to a criminal background check prior to employment.
- Ability to work a flexible work schedule including evenings and weekends as needed.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date