



JOB DESCRIPTION

JOB TITLE: Student Life Coordinator	FLSA: Exempt
Department Student Services	Date: 5/25/21
Security Sensitive: Yes	Grade: C41
Reports To: Associate Vice President for Student Services	

Job Summary:

The Student Life Coordinator reports directly to the Associate Vice President for Student Services and is responsible for managing student housing and residential staff. Duties also include developing and managing all residence life activities, and coordinating all student related activities and functions for the College with the goal of to enhancing the growth and development of all students through various social, cultural, recreational, and educational opportunities.

Essential Job Functions:

- The Student Life Coordinator is a full-time, live-in, professional staff member whose responsibilities include daily operations of on-campus housing units. A live-in position is one where the individual maintains an on-campus apartment as their primary residence. SLC's must reside on-campus throughout the term of their appointment. The College provides a residence and meal plan to allow the SLC to be visible on campus, eat meals in the dining hall, and be available to respond quickly to any emergencies.
- Develop, supervise and coordinate all aspects associated with managing a residential community on the Galveston College campus.
- Establish a strong, positive learning environment within residential areas and the College community.
- Work with students in developing floor/building communities conducive for high academic achievement and provide leadership in creating a community that supports students of underrepresented and diverse populations.
- Coordinate and implement residence life activities and communicate with current and potential students about events and/or student life opportunities available at Galveston College;
- Maintain and develop budgets for residence life and student activities programs.
- Work with Associate Vice President in setting measureable residential occupancy retention objectives.
- Interview, select, train, supervise, and evaluate Resident Assistants and provide training and some supervision of Assistant Athletic Coaches whose duties include assisting with student housing.
- Hold staff accountable for meeting performance expectations.

- Collaborate with the AVP to maintain a comprehensive residence life handbook and appropriate forms.
- Work with Facilities department on all maintenance issues and as necessary to get rooms prepared for in-coming students.
- Report disciplinary infractions to the Associate Vice President for Student Services and see that students comply with all sanctions.
- Maintain accurate databases of student's interested in living on campus and following up with prospective residential life students to maximize housing occupancy.
- Provide appropriate, timely and accurate information to the Business and Financial Aid Offices about residents in order to expedite billing and financial aid.
- Provide tours of campus housing as needed.
- Coordinates all student related activities and functions in order to develop and maintain an appropriate student life environment;
- Serves as advisor for the Student Government Association and maintains accurate records of all student activities events and Student Government Association activities (including event proposals, budgets, contacts, contracts, media/publicity, and evaluations);
- 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, schedules, and supervises student intramural/recreational programs, 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.
- Coordinates promotion of Student Life Events with the Office of Public Affairs.
- 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;
- 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;
- Develop summer camp offerings in cooperation with the Continuing Education Department with the goal of keeping student housing occupied throughout the year.
- Assists with student recruitment activities and promotes the College, as required;
- Assists with graduation ceremonies, 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;
- Eligible to conduct criminal background checks;
- 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:

- Demonstrated understanding of how to operate a successful student housing and residence life program;
- 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