



## JOB DESCRIPTION

<b>JOB TITLE:</b> Student Life Coordinator	<b>FLSA:</b> Exempt
<b>Department</b> Student Services	<b>Date:</b> 11/25/2019
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C41
<b>Reports To:</b> Associate Vice President for Student Services	

**Job Summary:**

The Student Life Coordinator reports directly to the Associate Vice President for Student Services 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. The Coordinator is also responsible for managing student housing and residential staff, and all residence life activities and functions.

**Essential Job Functions:**

- Coordinates all student related activities and functions in order to develop and maintain an appropriate student life environment;
- Develop, supervise and coordinate all aspects of residential living on Galveston College campus.
- Maintain and develop budgets for residence life and student activities programs.
- Work with Associate Vice President in setting residential occupancy measurable retention objectives.
- Supervise residence life staff.
- 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 residence life living and those living in the student housing, including following up with prospective residential life students.
- Provide appropriate, timely and accurate information to the Business Office and Financial Aid about residents in order to expedite billing and financial aid.
- Coordinate and implement residence life activities.
- During registration periods, as well as during the summer, provide tours of campus housing as needed.
- Required to live on campus to be available for residence life issues.

- 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, 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.
- 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;
- Communicates with current and potential students about events and/or student life opportunities available at Galveston 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;
- 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