Date: June 2021

|  |  |
| --- | --- |
| Job Title**:** Campus Life Coordinator | **Classification Level: 6** |
| **Department:** Student Life | |
| **Reports to:** Director of Campus Life | |
| **Directly Supervises:** None | **FLSA Status:** exempt, Full time, 12-months,  live-in position |

**PRIMARY PURPOSE OF THIS JOB:**

This is a 12-month live in position responsible for working in the residential and student engagement

experience. This includes managing residential areas, planning, development, organization, and execution of events and activities, sponsored by the office.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Manages residential living communities varying from residence hall living to apartment living and supervises 14-15 paraprofessional staff members.
2. Assists in the development, implementation, and evaluation of co-curricular and social educational programs that enhance the quality of campus life for residential and commuter students.
3. Assists in the coordinating of the Campus Activities Council (CAC) or Orientation.
4. Aids in coordinating the development and implementation of activities or First Year Programs in conjunction with other Student Life and University offices specifically designed to increase first-year student retention rates.
5. Makes logistical arrangements and follows-up with all involved departments and vendors (food service, physical plant, housekeeping, buses, etc.) for activities on and off campus.
6. Monitors events/activities hosted by student organizations to ensure rules and regulations are adhered to or collaborates on the development and implementation of Orientation.
7. May serve as chaperone for off-campus activities sponsored by the University.
8. Coordinate activities with Student Success and DEI that will promote college and student success.
9. Develop, promote, and evaluate programs in campus life, orientation, leadership training, student organization policy compliance, and other relevant areas of student life.
10. Be proficient in providing reports and organizing event calendars for Student Life activities and events.
11. Be available for potential travel, evening, and weekend events.
12. Serve as a university conduct officer and adjudicate conduct violation cases assigned by the Dean of Students.
13. Collaborate with other staff and departments, including but not limited to, Campus Life Office, Orientation, Director of the Student Success Center, Dean of Students, Professional Development/Leadership, and Mission Integration and Institutional Diversity to ensure maximum participation in campus events.
14. Develop, organize and facilitate resident retention strategies with a variety of departments to compliment the university’s retention goals.
15. Serve in professional on-call (after hours) duty rotation to advise or respond to major university/student concerns.
16. Other duties as assigned.

**RELATED DUTIES:**

* Facilitate section of FYE.
* Some evenings and weekends required.
* Uphold and promote the Mission and Philosophy of the University and the Sisters of Mercy. Enhance the quality of education and the intellectual and spiritual growth of students.
* Preserves honesty and integrity in the professional affairs of the University; adheres to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Master's degree in College Student Personnel/Student Affairs Administration or a related field preferred.

**Experience**

* Minimum of 2 years previous experience in residence life, student activities or related fields during graduate or undergraduate career.
* Experience with analyzing and resolving conflict, team building, group dynamics, and problem solving skills.
* Preference given to candidates with demonstrated experience in student conduct, crisis intervention, mediation and emergency response.

**Licenses/Certifications**

* Current, valid PA driver’s license

**Work-Related Knowledge**

* Broad base of technical knowledge and skills needed to perform all assigned administrative duties.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Offer highest level of innovation and problem solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.

**Verbal Communication Skills**

* Use verbal skills to transfer information to co-workers and groups. Ability to speak clearly and comfortably, to use tact, discretion and sensitivity in dealing with college students, including good interviewing and counseling skills.

**WrittenCommunication Skills**

* Complete records/forms and maintain documentation. Prepare notes, reports, etc. Review and approve documentation, reports, and records.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios. Financial Management, budgetary responsibility, forecasting/projections, etc.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet, social media, email
* Spreadsheet Software
* Word processing Software
* Willingness to learn new platforms

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Students
* Parents
* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* Respond to Unpredictability – Appropriately adapt to a work schedule or job requirements that regularly change without notice or do not follow a set schedule. Requires judgment to act in crisis situation.
* High Level of Record Keeping – Enter, transcribe, record, store or maintain information in written or electronic/magnetic form.
* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

|  |  |  |
| --- | --- | --- |
| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to sit * Ability to communicate orally * Ability to hear conversation |  | * Ability to stand * Ability to walk * Ability to use both hands |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.
* This position occasionally requires travel and/or overnight stays.

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: