Title: Coordinator, Student Life

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, develop, implement, and coordinate operational activities for the Student Life Program. Advise current and prospective students on how to meet their educational needs.

Characteristic Duties

• Develop and coordinate the operational activities of the Student Life Program. Develop, plan and implement social, cultural and recreational activities for students. Act as liaison for student activities as well as promote student participation.

• Develop student leadership training program; write curriculum and develop the overall strategy of the program.

• Coordinate Student Ambassador Program.

• Responsible for advising students on academic program which meet their educational goals.

• Coordinate and conduct new student orientations and serve as an adviser when needed.

• Develop and regularly update student handbook. Develop guidelines and handbooks for student organization faculty adviser.

• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in counseling high school or college students. Experience may also require at least one (1) year supervision.

Last updated: June 2007

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