



SAINT VINCENT COLLEGE

POSITION DESCRIPTION FOR GRADUATE COORDINATOR OF STUDENT ACTIVITIES

Dates of Employment: July 20, 2020 to May 20, 2022

Compensation: Salary of \$16,140 (*paid bi-weekly*)
Room with Possible Private Bath
College Meal Plan (while classes are in session)

Reports to: Director of Campus and Multicultural Student Life

Primary function: Provide overall leadership for the Activities Programming Board and all Clubs and Organizations on campus and support other areas of Campus and Multicultural Student Life.

This position requires the incumbent to be able to fully embrace the unique mission and identity of the College as a Catholic, Benedictine, liberal arts institution.

Required Qualifications

Education: Bachelor's Degree, with preference given to those enrolled in a Higher Education Master's Degree program.

Experience: Previous experience with student activities or student affairs in general

Primary duties:

Activities Programming Board (APB)

1. Advise the Activities Programming Board in the implementation of campus wide programming.
2. Assist Director of Campus and Multicultural Student Life in negotiating contracts with entertainment agencies.
3. Assist Board with marketing and garnering student support for programs.
4. Attend on and off campus student programs.
5. Accompany (or arrange a chaperone to accompany) students to regional trips and to national, regional, and/or local conferences.

Clubs and Organizations

1. Advise the Council of Presidents in the preparation of campus wide programming.
2. Provide necessary resources and support for all student clubs and organizations to achieve club goals and campus programming goals.
3. Assist clubs and organizations with the planning and implementation of campus wide events when necessary.

Other areas of Campus Life

1. Coordinate a complete campus activities calendar for the student body.
2. Support efforts to enhance diversity and inclusion.
3. Plan and execute assessment of student learning for students involved in extracurricular activities; assess programs and provide means for utilizing data collected.
4. Support the Office of Campus and Multicultural Student Life in other initiatives of the department including Orientation, Student Government Associations, Multicultural Student Life, Speaker Series, Family Weekends and Homecoming.
5. Serve as a programming liaison with the Residence Life Office by providing assistance to the staff with programming goals and initiatives through workshops, training sessions, and focus groups.

Additional duties:

1. Manage budget for areas of responsibility.
2. At times, provide support and/or supervision for other Campus Life events, such as Family Weekends, Cotillion, organization events, SpringFest, etc.
3. Develop and implement assessment tools for various departmental programs, collect and analyze data, and deliver recommendations to the Director of Campus and Multicultural Student Life and Vice President for Student Affairs.
4. Participate in committee work for the department, division and/or College as deemed appropriate by the Director of Campus and Multicultural Student Life and Vice President for Student Affairs.
5. Provide other services and perform other tasks as requested or assigned by the Director of Campus and Multicultural Student Life and Vice President for Student Affairs.

Special challenges and environment: Evening and weekend hours are required. During the academic year the incumbent will be required to live on campus.

This description is not intended to be all-inclusive. It is provided as a general statement of the nature and duties of the position. The incumbent may be asked to perform other assignments of a similar nature, or related to the effective operation of the department, or as a developmental experience, as assigned from time to time by the supervisor.