



Job Announcement

Job Title: Coordinator of Student Life
Reports to Director of Residential Life

Status: 12 months, full-time, non-exempt

The Coordinator of Student Life position is a 12-month, full-time position. The position would be responsible for student activities/student life at both the Warner and Muskogee Campuses.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

Duties and Responsibilities:

- Plan and implement student life activities and workshops
- Develop an annual activity calendar consistent with the mission of the College and the department.
- Direct the daily work of student employees. Supervise, train and evaluate student employees.
- Develop programming for Welcome Week.
- Participate in strategic planning and Project Management for the Student Life areas.
- Recruit for and sponsor President's Leadership Class
- Recruit for and sponsor cheerleaders
- Assist with orientation/graduation
- Conduct cheer/dance camps

Knowledge, Skills and Abilities

- Ability to relate to culturally diverse backgrounds
- Strong interpersonal communication skills
- Strong organizational skills
- Ability to work independently
- Ability to work a flexible schedule; some evenings/weekends are required
- Ability to work at Warner and Muskogee campuses (Main office in Warner)
- Ability to recruit and travel
- Ability to pull, bend, stoop and lift 40 pounds.

Qualifications:

- Bachelors Degree in administration, counseling, education or related field; Masters preferred
- At least two years experience in higher education student personnel services
- Recruitment experience, preferably in higher education
- Experience with cheerleading and/or dance teams and choreography for those teams
- Ability to relate to culturally diverse backgrounds
- Strong interpersonal communication skills
- Strong organizational skills
- Ability to work independently
- Ability to work a flexible schedule
- Ability to work at Warner and Muskogee Campuses (The main office will be in Warner.)

Salary: \$30,000.00