



## **JOB DESCRIPTION**

**JOB TITLE:** Coordinator of Student Life & Special Events

**REPORTS TO:** Dean of Students

**CLASSIFICATION:** Professional I

**STATUS:** Full-time, Non-exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** The Coordinator of Student Activities is a 12-month, full time position. The position would be responsible for student activities at both the Warner and Muskogee Campus.

### **DUTIES AND RESPONSIBILITIES:**

- Plan and implement student life activities and workshops that enhance and promote academic success and/or contribute to the quality of the college life
- Direct the daily work of student employees; supervise, train and evaluate student employees
- Coordinate and supervise student club advisors by providing resources and advise Cowboy Activities Board
- Oversee participation in some community events where Connors State College is represented
- Develop an annual activity calendar consistent with the mission of the College and the department
- Develop programming for Welcome Week and assist with orientation
- Participate in strategic planning and Project Manage for the Student Life areas
- Coordinate intramural sports
- Develop programming for finals week and assist with graduation
- Serve as contact to assist faculty sponsor for SGA

#### **Special Events**

- Incorporate CSC policies and procedures during planning and event execution
- Plan and secure funding for current and future special events
- Plan and implement athletic game day activities including half-time shows and alumni events
- Assist with the development and implementation of all rules, regulations, and policies governing the intramural sports program, and mediate conflicts and official protests

- Maintain inventory, maintenance, cleaning, and storage, of all sports equipment

***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.***

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to relate to culturally diverse backgrounds
- Strong interpersonal communication skills
- Strong organizational skills
- Ability to work independently
- Demonstrated willingness and ability to act ethically and socially responsible

**EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor's degree in administration, counseling, education or related field
- Two (2) years' experience in higher education student personnel services preferred
- Two (2) years' experience in student activities field preferred

**SPECIAL REQUIREMENTS:**

- Must be able to work a flexible schedule; some evenings and weekends are required
- Must be able to work in both office and outdoor environments
- Must be able to work at Warner and Muskogee campuses (Main office will be in Warner)
- Must be able to pull, bend, stoop and lift 40 pounds

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**