

Coordinator of Campus Activities and Commuter Life

Classification	Full-Time Exempt 10-Month
Department	Campus Activities
Reports To	Director of Campus Activities and Orientation

Job Function

To coordinate vibrant student activities and programs, provide advocacy and student support, and facilitate educational outreach to student organizations, class officers, commuter students, and students at large.

Essential Elements

1. Responsible for the development of a program and activities that promote caring, support, challenges, and responsibility that are consistent with the mission of the College, its Catholic identity, and the values of the Congregation of Holy Cross.
2. Create educational opportunities that foster student development and an environment that promotes social interaction, student engagement, cultural diversity, and inclusion (racial, ethnic, gender, sexual orientation, national origin, and religion).
3. Serve as a role model for students in an institution operated in the Holy Cross and Catholic traditions.
4. Work directly with the Director and student leaders to ensure effective planning, promotion, and implementation of student organization events, including maintaining a calendar of campus activities.
5. Assist with the planning and implementation of major events including Family and Friends Weekend, Homecoming, Block Party, themed week events, and Commencement Ball.
6. Work closely with Director to facilitate student social programming in conjunction with the King's Programming Board.
7. Assist with selecting, training, and supervising student interns/assistants for the Campus Activities Office.
8. Serve as a divisional education and outreach specialist assisting the Director, AVP/Dean of Students, Vice President for Student Affairs as assigned.
9. Perform various duties in supporting publications and marketing materials including computer applications, graphic design and layout, concept development, and partnership with Public Relations, i.e., semester activities posters, Homecoming brochures, and various event advertisements.
10. Advocate for the needs of commuter students to ensure they are served effectively. Serves as the advisor for the Commuter Life Association (CLA).
11. Plan and develop events for Commuter Students, including monthly lunch events. Maintains and oversees Commuter hospitality room.
12. Work in collaboration with the senior class officers for commencement week planning and implementation, including oversight of the budget for the events.
13. Coordinate the registration of student organizations, prepare material for student organizations regarding college policies and procedures (including approval of advertisements for campus posting), manage the Activities Fair, and maintain an accurate list of student organization officers and advisors.
14. Supervise the student media organizations and advisors.
15. Provide oversight for Campus Activities' social media accounts.
16. Serve on the Student Affairs professional on-call rotation responding to student issues/emergencies.
17. Perform administrative tasks as necessary for the effective functioning of the department and programs.

Non-Essential Elements

1. Work on committees appropriate to job responsibilities.
2. Assist the Director of Campus Activities and Orientation as designated.
3. Perform other related duties as assigned.
4. Ability to operate a motor vehicle with a safe driving record and be approved by the College's insurance carrier and Human Resources Department.

Required Skills, Training, and Experience

1. Bachelor's degree required.
2. Prior experience in campus activities programming.
3. Evening and weekend work required.
4. Well-developed interpersonal and administrative skills.
5. Ability to work effectively with diverse populations.
6. Excellent written and oral skills.
7. Computer programs skills using Windows, Word, Excel, Datatel/Ellucian, Adobe Suite, or similar.

Applicants please submit applications to hrjobs@kings.edu.