

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CAMPUS COORDINATOR – STUDENT LIFE – CITRUS

PAY GRADE: P-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To develop, implement, and coordinate a comprehensive program of student activities and leadership opportunities at the Citrus Campus. To work collaboratively with the Office of Student Life to ensure compliance with college policies and procedures related to student life. Responsibility includes overseeing the provision of a wide range of services and activities for students.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor’s degree required. Master’s degree preferred.
2. Years of experience in field: Three years’ professional work experience in education and minimum of one year of experience in student affairs or student life required.
3. Special skills or abilities related to position: Must possess leadership ability with demonstrated competence in working with students of diverse socioeconomic and cultural backgrounds. Demonstrate skills necessary to look at situations and processes critically and make recommendations for improvement. Knowledge of the college mission, and of goals and objectives in meeting the mission. Working knowledge of service learning/student volunteerism activities, programs and services. The job will require ability to work evening and weekend hours, as well as significant travel.

ESSENTIAL JOB FUNCTIONS:

1. Serve as the advisor to the Student Activities Board.
2. Conduct oneself in a manner consistent with the college’s standards of ethical conduct providing educational, social, cultural, community service programs,

ESSENTIAL JOB FUNCTIONS: (Continued)

- student activities and other events which facilitate student development and enrich student life at the Citrus Campus.
3. Coordinate special events recognized by all colleges/universities (e.g. Red Ribbon Week, Alcohol Awareness Week, and diversity initiatives, etc.)
 4. Offer resources and support for campus clubs and organizations.
 5. Participate in the budget development for campus events and student activities through the Office of the Vice President – Citrus Campus, Vice President for Student Affairs and the office of Business/Finance.
 6. Create, develop, and implement learning opportunities that encourage student involvement and promote collaborative leadership activities among faculty and students.
 7. Coordinate and participate in student advisement related to service learning and student volunteerism.
 8. Remain current with professional standards and practices.
 9. Travel to conferences and workshops required.
 10. Prepare forms and reports including travel arrangements and reimbursements.
 11. Provide training opportunities for Citrus Campus club officers and advisors.
 12. Prepares and distributes flyers, brochures and other promotional information to communicate student life activities, events and services in relevant locations on and off campus.
 13. Work in a fast-paced demanding environment.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

CF Citrus Campus

SUPERVISOR OF POSITION:

Campus Director of Student Affairs – Citrus