

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: STUDENT ACTIVITIES AND OUTREACH COORDINATOR – CITRUS CAMPUS

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To develop, implement, coordinate, and supervise a program of student activities and leadership opportunities sponsored by the Office of Student Life as well as student clubs and organizations. Responsibility includes overseeing the provision of a wide range of services and activities for students as well as coordinating and participating in recruiting and outreach activities on campus, at area high schools and in the community.

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: AA or AS degree required, bachelor’s degree preferred.
2. Years of experience in field: Minimum of two years’ related work experience (activities and event planning) 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. 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.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate, manage, and supervise campus events involving student clubs and organizations.
2. Provide resources, support and training for student clubs and organizations.
3. Develop and implement Student Life programming.
4. Manage and update Student Affairs social marketing platforms (CF Student Life portal page, Facebook, Constant Contact mass emailing system, etc.)

ESSENTIAL JOB FUNCTIONS: (Continued)

5. Create, develop, and implement learning opportunities that encourage student involvement through interdepartmental collaboration.
6. Participate in the budget development for campus events and student activities.
7. Participate in and assist with all events hosted by the Office of Student Life.
8. The position will require flexible hours to include occasional evening and weekend hours, as well as significant travel.
9. Supervise the Student Life Game Room operation and staff.
10. Coordinate and participate in outreach/recruitment events at the college, at area high schools and in the community. Outreach events include activities such as community festivals, parades and expos.
11. Other duties as assigned.

(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.
- Work outside at various venues for events.

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

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Director of Student Affairs, Citrus Campus