

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: STUDENT ACTIVITIES COORDINATOR

PAY GRADE: P-9

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.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: AA or AS degree required, Bachelors degree preferred.
2. Years of experience in field: Minimum of two years of 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.)
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.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Moderate (15 to 44 pounds) lifting and carrying.
- Reaching
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Throwing
- Driving
- Balancing

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: CF Ocala Campus

SUPERVISOR OF POSITION: Director – Student Life – Ocala Campus