COORDINATOR OF STUDENT ACTIVITIES

Division: Student Engagement

Reports To: Dean of Students

Position Summary: The Coordinator of Student Activities is responsible for engaging students. This person leads, plans, and coordinates the student activities programs on campus that will enrich and enhance the student’s overall experience. The coordinator will supervise student organizations and facilitate meetings and partnerships that will further improve students’ engagement on campus. Efforts of the Coordinator of Student Activities align with the goals of the Division of Student Engagement and the strategic direction of the vision of North Park University.

Essential Responsibilities

• Engages and mentors students in alignment with student development theory and best practices in the field of student affairs
• Advises student government association
  • Assist SGA leaders in identifying goals and outcomes for the year, and a plan for implementation
  • Create and implement training for SGA leaders, focusing on goal setting, leadership development, financial management, team building, and transition planning
• Plans a robust calendar of student events for the academic year and ensure staff representation at all events
  • Support student-led programming efforts for on- and off-campus activities, including working with vendors, venues, and performers to secure quotes and contracts; partner with campus departments in implementation
• Leads student organizations by providing leadership development and advisor training
• Manage the campus student engagement platform, NPUEngage
• Maintains budgets for all student-led groups and activities
  • Maintain and implement policies, procedures, handbook, and training for student organization officers and advisors, including budget development, financial management, risk management, and event planning
• Oversee student organization budgets, assist student organizations in reserving space, procuring vendors and supplies for events
• Oversees a student-led campus activities board
• Offers innovative ideas and implement new program ideas
• Assist the Dean of Students in the planning of Threshold, our welcome week of activities for new students for both fall and spring semester
  • Coordinate and execute New Student Orientation and Welcome Week events and programming for incoming first-year and transfer students and their families and guests
• Recruit, hire, and train orientation leaders
• Organizes joint programs and events with other departments in Student Engagement and across campus
• Hire, train and supervise Student Activities student workers

**Essential Qualifications**
• A bachelor’s degree; a master’s degree is strongly preferred.
• A commitment to, and appreciation of, the Christian mission of North Park University.
• Two years of direct higher education experience, inclusive of graduate assistantship,
• Sensitivity to multicultural and gender issues and support for diverse and underrepresented populations.
• The ability to effectively communicate with students, parents, administrators, faculty and staff members, and outside constituencies.
• Must be able to work well under pressure, work independently, take initiative and oversee a variety of projects simultaneously.
• Possess a high level of professionalism and maturity.
• Driver’s License required
• Ability to work evenings and/or weekends as required

**Effective Date:** November 2020

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*