

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Student Life - Activities**

Job Code: **3563**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

|                       | REQUIRED  | PREFERRED   |
|-----------------------|---|---|
| Education             | Master's degree in Student Personnel, Education, or related field.  |   |
| Experience            | Two years graduate or full time experience in working with university/college student groups or campus activities or student programming. Working knoweldge of student development theories and philosophies. Must have strong computer skills, especially in the areas of word processing, desktop publishing, and database management. Cognizant of diverse college student population needs. Ability to creatively problem solve with students, staff and faculty. | Knowledge and experience of student and program development for adults in higher education is preferred. Transfer and Adult programing/support experiences. Bilingual skills. |
| License/Certification |   |   |

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Coordinator of Student Life - Activities & Student Organizations will develop and implement a comprehensive developmental learning environment for student organizations. This includes but not limited to serving in an advisory and resource capacity to the sixty-plus student organizations, advising student organizations with event planning and organizational structure, directing the organizational recognition process, coordinating event approval, and planning and implementing workshops for organization leaders. Publishes and maintains the Student Organization Handbook, the Advisor's Newsletter and other publications related to student organizations. The coordinator will also be responsible for planning activities to create campus community including but not limited to Chili Cook-Off, Student Orgs Expo, Spirit Week, and Welcome Week. Assists the Student Life Office in office-wide programming including New Student Orientation, leadership retreats, and other community building events. Advises one Tech II student worker.

Duties and responsibilities

% Time

|   |    |
|---|----|
| Advises, assists and counsels student organizations with event planning, organizational structure, organizational development, and organizational conflict. | 20 |
| Develops, plans and coordinates campus events including annual events.  | 20 |
| Directs and maintains organizational recognition procedures and organizational files  | 10 |
| Coordinates event approval and evaluation   | 10 |
| Plans, implements, evaluates, and refines workshops for student organizations   | 10 |

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|--|----|
| Maintains and publishes the Student Organization Handbook and other publications for student organizations | 10 |
| Assists with Student Life office-wide programming such as new student orientaiton.                         | 10 |
| Attends SGA meetings. Assists with front office duties and procedures as needed.                           | 10 |

*This position description describes the general qualifications, duties and responsibilities of work being performed.*