

JOB INFORMATION

Effective Date	6/8/2022
Job Code:	3563
Job Title:	Coordinator, Organizations and Activities
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Coordinator for Organizations and Activities is responsible for developing and coordinating meaningful experiences through registered student organizations (RSOs) and campus activities to enhance the growth and education of a diverse student body. The coordinator will be responsible for organization and activities program logistics, promoting student organization engagement, providing advising support to assigned fee-funded student organizations/programs, assessing all program activity and report outcomes, partnering with staff on student development programs that highlight RSOs and campus activities, and working in partnership with unit staff in the development and execution of student activities.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree		Required	
Master's Degree	Master's degree in Student Personnel, Higher Education Administration, Education, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Full-time experience working with university/college campus activities and student groups in a college or university setting. Working knowledge of student development theories and developing student learning outcomes. Experience building/refining leadership and event planning training programs for registered student organizations and their advisors. Experience with event planning (reservations and permits, budgets and contracts, marketing, and assessment) at a college or university.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Continuous experience working with university/college campus activities, student-led programming, and special event planning in a college or university setting. Experience with student activities and events that involve school spirit, traditions, and university mascot appearances. Experience working with Campus Labs/Anthology or other student engagement platforms. Experience working with Greek organizations/affiliations. Bilingual skillset.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of group dynamics as well as the ability to lead, oversee, and supervise the activities of others.	Basic
• Knowledge of organizational and management skills including budget management, planning, evaluation and assessment, and effective marketing.	Basic
• Knowledge of Anthology Engage student engagement platform.	Basic
• Skills in Microsoft Office, specifically Word, Excel, PowerPoint, and Teams.	Basic
• Availability to work nights and weekends when needed in order to attend events and meet with students, including travel that may require overnight stays.	Basic
• Ability to exhibit a positive attitude and to deal with coworkers, students, faculty and staff tactfully and courteously in order to maintain effective service-oriented relationships.	Basic
• Ability to train and develop student leaders, individually and in groups and ability to identify and develop leadership opportunities for students.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• PROGRAMMING: Develop a series of RSO experiences and campus activities that connect with unit mission, division goals, and university priorities. Responsible for program decision-making, research and development, marketing coordination, and outreach. Implement day-to-day consultation sessions to increase RSO officer and advisor connections with the unit. Provide UHCL GetInvolved (Campus Labs/Anthology) training and manage technology features, and act as a liaison between RSOs and provider.	30%
• ADVISING: Directly advise the Hawk Spirit and Traditions Council and Mascot Program. Provide secondary support to the Campus Activities Board and Student Government Association. Advising capacity includes: recruitment, selection, training, assessment of new officers, and have a visible presence at important events and meetings.	25%
• ASSESSMENT: Responsible for assessing the success of student organization and activities programs. Report assessment initiatives and results to Associate Director to ensure that program learning outcomes align with unit's mission, Division of Student Affairs goals, and university priorities.	15%
• STAFF COLLABORATION: Assist the Associate Director with programs such as: Student Organization Expo, Spirit Week, Chili Cook-Off, Student Leadership Banquet, and other new initiatives. Work in partnership with the Assistant Director in developing RSO leadership	15%

Essential Functions

Essential Function	% TIME
development training programs. Work in partnership with the Coordinator for Community Engagement in developing and presenting workshops for student organization leaders on a variety of civic and community engagement opportunities.	
<ul style="list-style-type: none"> OFFICE SUPPORT: Collaborate with office staff on office-wide programs and other community building events. Supervise assigned student employees. Provide training support for Student Involvement Peer Advisors. Provide any advising support to organizations and activities planning committees or unit-wide planning committees. 	10%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description