INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Coordinator of Student Activities

LOCATION: Main Campus, Fort Pierce

SUPERVISOR: Director of Student Development

VICE PRESIDENT: Vice President of Student Affairs

CLASSIFICATION: Full-Time Support

SUPERVISORY: Yes

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- A Bachelor’s degree in student development or a related field with proven experience in a college or university setting;
- Ability to work with a diverse student population;
- Proven organizational and computer skills;
- Proven social media skills;
- Strong attention to detail;
- Ability to be student oriented;
- Ability to maintain confidentiality in regard to student issues and concerns;
- Strong interpersonal and supervisory skills;
- Excellent written and oral communication skills;
- Valid Florida driver's license;
- Ability to understand and work with student issues and concerns in order to facilitate student activities and events.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Initiating and overseeing the daily activities of the Student Activities Department;
- Working collaboratively with various campus offices and the Student Activities staff to create and develop new and innovative programs related to co-curricular involvement, and produce a series of campus-wide social events;
- Serving on College committees;
- Managing the Student Activities Budget;
- Coordinating and advising the Campus Coalition Government as well as all student groups and organizations including intramurals;
- Traveling with student groups and organizations as assigned;
- Managing the budget requests and expenditures of all student clubs/organizations;
- Recruiting, training and assisting faculty advisors and club members in meeting the responsibilities of student organizations to produce quality programs and campus activities;
- Supervising office staff and work study students responsible for assisting with daily office assignments and events.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Coordinating and administering student activities which include but are not limited to: social, seasonal (Holiday) and recreational activities;
SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

2. Overseeing and supervising the Student Activities staff to include their daily activities, performance appraisals, training, professional development, etc; coordinating and completing purchasing procedures to include budget maintenance of all student activities including student club/organization accounts;

3. Assisting with student scholarship selection;

4. Serving on various College committees as assigned;

5. Traveling with student groups and representing the College at meetings and organizations, including local, regional, state and national levels;

6. Coordinating annual award(s) banquets;

7. Broadly responsible for ensuring the development of student life programs/activities that further the college’s fundamental commitments to diversity and inclusion;

8. Assisting in developing student activities for online students;

9. Assisting with the development and updates of the IRSC student activities webpage;

10. Assisting with the development and updates of the IRSC Facebook page;

11. Producing a monthly report and updating the Strategic Planning on Line (SPOL) information as assigned;

12. Updating the CCG Clubs and Organizations Handbook;

13. Performing other duties and assuming other duties and responsibilities as assigned.

ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in access of twenty (20) pounds. The ability to stand or sit for extended periods of time is also required. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

__________________________________________  ___________________________  ____________
Administrator's Signature                        Vice President's Signature    Date

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

__________________________________________  ___________________________  ____________
Applicant/Employee Printed Name                Applicant/Employee Signature  Date