

Lincoln University Job Description

Job title:	<i>Coordinator</i>
Department:	<i>Student Life & Development</i>
Reports to:	<i>Director of Student Life & Development</i>

Job Summary:

The Student Life & Development Coordinator is responsible for assisting in the development and implementation of the University's program of co-curricular, social, cultural, educational and recreational activities for the university community. Employee will be responsible for management of ongoing transitional and developmental programming for students beginning matriculation at the university.

Qualifications:

- Bachelor's degree required. Master's degree preferred.
- One to three years related experience, preferably in a university setting.
- Must possess the ability to supervise and manage diverse groups.
- Must have an understanding of New Student transitional needs and development.
- Must be able to work late evenings and weekends as required.
- Must possess a valid driver's license and be able to travel when required.
- Must be able to make decisions supporting the department's mission and goals.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Must have excellent communication skills, oral and written.
- Must be able to establish and maintain an excellent rapport with the student body, faculty and staff.

Essential Duties and Responsibilities:

- Assists in the development, implementation, and evaluation of co-curricular, social educational and recreational program that enhance the quality of campus life.
- Coordinates Family and Friends Day, Brothers Week, and Roaring Thursdays.
- Assists in the coordinating of the Student Leader Ambassador Program, and evaluates progress of individuals holding the position.
- Aids in coordinating the development and implementation the New Student Orientation and Transition Week in conjunction with other Student Affairs and University offices specifically designed to increase first-year student retention rates.

- Assist in coordinating and implementing developmental programming (college survival skills, drug/alcohol awareness and prevention, relationship building, leadership building, etc.) specifically targeting first year students.
- Manages development and implementation of Homecoming Step Show.
- Facilitates coordinating and managing rules and regulations for Greek and Social Fellowship organizations.
- Serves as Advisor for incoming freshman class to ensure optimum performance.
- Assists in the coordination and development of culturally rich programs for the university community.
- Makes logistical arrangements and follows-up with all involved departments and external vendors (food service, physical plant, housekeeping, buses, etc.) for activities on and off campus.
- Monitors events/activities hosted by student organizations to ensure rules and regulations are adhered to.
- Serves as chaperone for off-campus activities sponsored by the department.
- Performs all other relevant duties as assigned.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.