



Position Title: Student Engagement Coordinator
Department: Student Affairs
Reports To: Residence Manager
Level: SJU 4
Salary Range: \$44,990 – \$56,238
Date Modified/Created: May 2018

General Accountability

The Student Engagement Coordinator has primary responsibility for planning and implementing educational programs, special interest programming, events and community service initiatives for students. The Student Engagement Coordinator is also responsible for enhancing leadership and engagement opportunities within the residence at St. Jerome's University.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavors to promote the mission and vision of the university. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff, and students.

Under the guidance of the Residence Manager, the Student Engagement Coordinator will plan and deliver programming for St. Jerome's University affiliated students that complements the institutional objective to educate "the whole person," and to ensure that the strategic and operational objectives of the department of Student Affairs is achieved. Working with student leaders and providing support to student life projects, the Student Engagement Coordinator will engage students in initiatives that build community and provide leadership development opportunities. The Student Engagement Coordinator works closely with the Residence Manager to ensure all policies and procedures are adhered to and responds to emergencies as necessary.

Specific Accountabilities

Student Engagement and Program Implementation

- Assists the Residence Manager in the recruitment, selection, and management of student leaders, and the planning and delivery of programs and activities
- Supports and collaborates with student affairs team members to support holistic development of students through student programs and activities
- Measures and tracks program success and engagement
- Plans, coordinates, and implements key annual student-focused events
- Assists with the recruitment, selection, training and day-to-day management student staff in the execution of their responsibilities

Residence Operations

- Participates in the selection of the Don Team
- Assists in the creation and implementation of a comprehensive training program for all student staff
- Meets regularly with the Don Team and brings items of note to the attention of the Residence Manager
- Acts as the main point of contact for the Don Team
- Works with Residence Manager and Dons to ensure residence expectations are followed (e.g. student conduct, consequence management, noise complaints, and other related items)
- Shares responsibility for after hours on-call duties

Student Life Involvement

- Chairs Don meetings, and attends events and meetings of other student groups in residence
- Works closely with the Dons to coordinate Don programming that supports and encourages academic enrichment, personal development, and the community involvement of all students
- Provides communication support for all student life focused initiatives (print, web, social media, etc.)
- Participates in student recruitment activities as they relate to the residence

Working Conditions

- This position works other than the traditional workday to accommodate after hours events and programming.
- Administrative responsibilities and special event coordination

Qualifications Required

- Completion of an undergraduate degree
- A minimum of 1-3 years of experience in residence life programming
- An understanding of the First Year university experience, and student transition
- Diversity and other training such as Assist, SafeTalk, and Mental Health First Aid strongly preferred
- Demonstrated experience with software programs such as Sharepoint and Microsoft Office Suite
- Strong organizational and communication and interpersonal skills
- Presentation and group facilitation experience
- Demonstrated ability to work independently and as a member of a team

Department Head Approval

Date

HR Approval

Date