



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator of Student Life
POSITION NO.	502937
LOCATION	Campus
REPORTS TO	Dean of Student Engagement
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	N/A
LIMITATION (if applicable)	N/A
REVISION DATE	May 2023

JOB SUMMARY:

Student Life is a core component of the Dean of Student Office, developing and implementing a broad range of programs and activities designed to encourage students to apply classroom knowledge in real-life experiences, explore new ideas and concepts, and expand understanding of themselves and others. The Student Life team is at the center of efforts to create a welcoming, inclusive, and mutually supporting campus community in which students can grow and thrive.

The Coordinators for Student Life are part of a team that assists and empower students to create a vibrant and dynamic co-curriculum. They promote and foster opportunities for student involvement and out-of-classroom learning. Following the divisional programming model, the Coordinator for Student Life will support an assigned campus while creating college-wide experiences for students to build connections and relationships.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life experiences.

Student Advising and Support:

- Actively monitor campus life and develop programs and activities that enhance institutional goals and fulfill the programming model. Advise the Dean of Students on-campus needs.
- Advise and support students in their efforts to set and achieve co-curricular goals.
- Assist formal and informal groups of students on the assigned campus in achieving their organizational goals. Support advisors of campus groups manage group dynamics, budget management and college procedures.
- Develop and coordinate an Activity Board comprised of volunteer students to plan, implement and assess events and activities on assigned campus.
- Support students in developing critical thinking, problem-solving, communication, and interpersonal skills through coaching and training programs
- Model and demonstrate ethical decision-making, sound judgment, and inclusivity. Promote academic success and degree completion as personal and institutional priorities.
- Serve as a clearinghouse of information and resources to support students' successful completion of their degree.
- Coordinate off-campus trips and experiences for all students, campus-wide.
- Lead departmental efforts in support of institutional events such as Grad Fest, KnightsConnect, and Commencement as well as campus-wide social events.

Event Planning and Management:

- Develop, implement and assess activities, events, and programs to engage students in alignment with the programming model and with student interest and community needs.

- Support students and other campus groups/entities in planning and implementing activities, events, and programs.
- Coordinate all aspects of student or department-generated events and activities including planning, budgeting, contract negotiation and interpretation, logistics, technical production, risk management, marketing and promotion, day-of supervision, and assessment.

Communication and Collaboration:

- Regularly and effectively conduct outreach to students on assigned campuses to increase levels of engagement and participation in co-curricular opportunities.
- Provide training and awareness programs to students in support of institutional and Dean of Students Office priorities.
- Develop strong partnerships with group advisors and key departments on campus to maximize event management efficiency.
- Keep the Campus Administrator apprised of campus activities and needs and assist with campus initiatives as assigned.
- Maintain professional partnerships with vendors, third-party contractors, community-based organizations, and other external partners who can contribute to the development and success of students.

Departmental Support:

- Enforce college and state financial processes for all operations. Facilitate cash management protocols and promote fiscal responsibility. Train student leaders and advisors on financial procedures as necessary.
- Maintain calendar of events, event registrations forms, student organization forms, and financial records for the assigned campus.
- Attend regular team meetings and other meetings as assigned.
- Serve on college-wide and ad hoc committees as assigned.
- Regularly assess student learning outcomes and prepare overall assessment reports aligned with the programming model.
- Support institutional and college-wide events as needed.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree.
- Three years of professional or graduate level experience in a college student activities operation.

PREFERRED QUALIFICATIONS:

- Strong event management skills
- Strong interpersonal skills
- Strong organizational skills
- Strong verbal and written communication skills
- Strong background in student development theory
- Ability to work independently with minimal supervision
- Excellent advising and coaching skills
- Experience with sound and lighting systems preferred
- Conversant with Spanish language preferred
- Social media and website experience preferred

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.