



JOB DESCRIPTION

TITLE: Student Life Coordinator
DEPARTMENT: Student Life
REPORTS TO: Student Workers
SUPERVISES: Non-Exempt
CLASSIFICATION: Part Time –
Grad
Assistant

Mission Statement: “Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”

Villa Maria College Core Values: “Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”

POSITION SUMMARY:

Under the direction of the Dean of Students, the **Student Life Coordinator - Graduate Assistant** will support and provide enriching co-curricular experiences for student of the College.

ESSENTIAL RESPONSIBILITIES

- Oversees the Student Programming Board
- Facilitates various student life events from conceptualization to implementation
- Supports specialized programs including, but not limited to, New Student Orientation, Family Weekend, Weeks of Welcome, FallFest, First Year Mentorship Program, Student Leadership Program, SpringFest, and Homecoming
- Collaborates with student clubs and organizations for specialized events including community service and leadership development
- Recruit, train, and supervise student workers to facilitate various student life activities
- Serve as advisor to the Student Government
- Encourage and aid students and student groups in the development of social, cultural, civic, intellectual, and recreational programs that expand the level of student involvement within the campus and the community

- Establish and maintain relationships with students through attendance at campus events, informal interaction and organized programs and workshops

ESSENTIAL QUALIFICATIONS:

- Bachelors Degree Required;
- Enrolled in or completed a Master's program in Higher Education, Student Affairs Administration, or related field preferred;
- Understanding of student development theory, program design and implementation, student leader training and development;
- Desire to contribute to a small private campus and growing department;
- Ability to make sound decisions when trouble shooting issues or dealing with ambiguous situations;
- Ability to work independently and adhere to deadlines are required; strong interpersonal skills, creative, self-starter a must;
- Advanced knowledge of Word, PowerPoint, Excel, and Outlook are required;
- Excellent communication skills, oral and written; and
- Attention to detail and time management skills essential.

ESSENTIAL FUNCTIONS:

Professional business office setting. This work may include hours of standing and walking, including up and down stairs, moving up to 25 pounds. Evening and weekend hours may be needed on occasion to perform work associated with this position. Consistent computer work with hand and wrist movement is necessary on a daily basis.

COMPENSATION: \$10,000 (\$4,000 towards tuition and \$6,000 stipend)

APPOINTMENT: beginning August 5, 2024 to May 2025, with the possibility of reappointment

TIME COMMITMENT: 20 hours per week

WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT: jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for review and consideration. Once the selection process is completed, qualified candidates will be contacted for an interview.

Posting Deadline: Review will begin immediately and will continue until the position is filled.