



# WESTMONT

## **Campus Life Coordinator (Full Time, 40 hours/week)**

**Position Summary:** Coordinates and plans key events, programs, and provides administrative services with the Campus Life and Intercultural Programs Offices.

**Qualifications:** Position requires a BA/BS degree and at least two years of experience working with students in higher education. MA preferred. Other requirements include: personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations: understands and supports the mission of the college as well as the Campus Life (CL) and Intercultural Programs (ICP) Offices; ability to manage details and prioritize multiple tasks for active departments; exhibits excellent written, interpersonal and verbal communication skills and can relate well with students, parents, faculty, staff, and public; evidences organizational skills and ability to work independently with minimal supervision; possesses a highly developed sense of discretion and confidentiality. Intermediate skills utilizing MS Office Suite is required and experience working with websites and digital media is desired. Prior experience working with New Student Orientation programs is desired.

### **Coordinating Responsibilities (25 hours):**

- Coordinate planning and implementation of New Student Orientation and the First Year retreat in conjunction with the dean of student engagement
- Coordinate recruitment, hiring, training, and supervision of the student staff on the Orientation Committee and Orientation Team
- Coordinate Communications Board retreat and trainings
- Coordinate planning and logistics for The Next Step Racial Justice retreat in conjunction with the director of intercultural programs
- Assist with event and program planning, e.g. Spring Sing, Student Leader Kickoff, Training and Retreat, Year-End Celebration, and other ICP and CL programs
- Assist with departmental assessment efforts including compiling data from surveys and assisting with conducting focus groups
- Assist and support directors of CL and ICP Offices with special projects
- Trouble shoots and problem solves challenges to improve the student experience and support maximum departmental productivity.

### **Administrative Responsibilities (15 hours):**

- Provide clerical support such as reception, hospitality, correspondence, phones, mailings, record and website maintenance, photocopying, and calendaring for CL and ICP Offices. Process invoices/purchase orders, track account and budget status and order office supplies
- Serve as the communications board assistant scheduling meetings, updating processing payments, taking meeting minutes and other related tasks.

- Act as a resource to employees, faculty, staff, students, civic leaders and other community members on matters relating to the Campus Life, Intercultural Programs, and the college
- Communicate regularly with student leaders about upcoming events and deadlines including Leadership Lunches and monthly reports
- Assist student groups with understanding and adhering to campus advertising guidelines and enforce campus posting policy
- Coordinate publicity and data collection for the DKW Servant Leadership award process each spring
- Provide support for ministry and outreach program planning, implementation and follow up (e.g. coordinating travel, entering donations, reserving vehicles, organizing logistics for partner weekend, Vendorlink, etc.)
- Assist with program coordination and logistics for Pre-Orientation Adventure trips
- Review and approve all student e-mails

**General:** Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds

- Other duties as assigned

**Reports to:** Dean of Student Engagement and Director of Intercultural Programs