Job Title: Student Life Office Coordinator  
JTC: CO0
Salary Range: N04  
FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY
Responsible for coordinating the daily operations of the department including overseeing departmental staff. Provide guidance to related staff in organizing projects and events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
Advance knowledge of student programs and event planning. Ability to provide on-going technical support in planning, researching, developing, and implementing programs and activities for educational, recreational and cultural awareness for the college and community.

Ability to organize projects in multitasked environment. Ability to travel locally and/or out of state. Ability to utilize computer technology to maintain records, generate reports and communicate with others.

Ability to communicate effectively with individuals from diverse backgrounds. Able to create, develop, and implement learning opportunities that encourage student involvement and promote collaborative leadership activities among faculty and students.

Ability to plan and implement a variety of well-rounded programs of student extra-curricular activities. Must be able to lead a team or supervise position within the department.

Provide excellent customer service to students and clients. Ability to evaluate the customer needs in order to reach departmental objectives and goals.

PHYSICAL REQUIREMENTS
Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE
Bachelor’s degree plus four (4) years of experience in working with clubs and organization in student programs or event planning. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***
ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates implementation of programs and events through interaction with other college staff and students; program events include those associated with the arts, recreational, intramural, and entertainment, goal setting and motivation, multi-cultural awareness, volunteer organizations, etc.

Manages and coordinates related business details concerned with clubs and department functions including monitoring budget, initiating contracts, negotiation with agents and/or performers, ticket sales, physical arrangements and maintaining associated records and reports. Reviews and approves publicity and promotional materials such as brochures, flyers, posters, etc.

Develops learning outcomes as it relates to specific programs and events. Maintains assessments and evaluations. Prepares long range plans and projections for co-curricular and extra-curricular programs and services; researches, reviews, and plans programs and events. Responsible for college vans, including to the maintenance, scheduling, inspection and cleaning; at times may drive students and/or staff members to meetings, functions and/or events. Prepares statistical reports and maintains related files.

Requires the implementation of intramural/recreational programs and activities and scheduling of gymnasium facilities; providing gymnasium monitors to ensure compliance and safety in the gymnasium; assesses and arranges for equipment maintenance. Assists in the monitoring of assigned budget allocation(s). Selects, trains, and evaluates assigned staff. May oversee the student/staff identification card issuance process, including arranging weekend operations of department to accommodate weekend students in need of identification cards.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.