



# BENNETT COLLEGE

## Job Posting

**Title:** Student Activities Coordinator (Part-Time)

**Date of Posting:** 09/01/17

**Closing Date:** Until Filled

**Job Code:** 17-0901BRP

**Department:** Student Affairs

**Reports To:** Director of Campus Life

### **GENERAL SUMMARY:**

Bennett College seeks an energetic, self-motivated, and innovative **Student Activities Coordinator** to support the academic mission of Bennett College by creating opportunities for involvement. The Student Activities Coordinator advocates for the needs of the students, their environment and the learning process through creation of welcoming and inclusive programs, celebration and admiration of diversity and the enrichment of the lives of students through quality programs. The Student Activities Coordinator provides administrative support to the Director of Campus Life and the Associate Vice President of Student Affairs to include, but not limited to, preparing special reports, compiling data and maintaining records, assisting with the planning and implementation of events and programs, advising student organizations and overseeing student organization events and budget proposals, student organization recognition and leadership development programs for student leaders. This is a part-time position requiring 20-25 hours per week, which includes regular office hours to support the business hours of the college as well as some evening and weekend coverage to support events and student organizations.

### **ESSENTIAL JOB FUNCTIONS:**

- Provide oversight for major campus activities programming and serves as the primary advisor for the Student Union Advisory Board

- Assist with coordinating events such as Welcome Week, Family and Friends Weekend student events, Miss Bennett College Coronation and Ebony Soul
- Create and maintain print marketing materials
- Coordinate late night and weekend programming initiatives
- Plan and coordinate multiple and complex campus events and programs
- Communicate regularly with the Director of Campus Life
- Develop, conduct and communicate results from regular assessment programs and services
- Other duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective oral and written communication skills, ability to communicate effectively
- Knowledge of administrative practices
- Excellent organizational skills
- Knowledge of student development theory and practice
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community

### **EDUCATION AND EXPERIENCE:**

Required:

- Bachelor's Degree
- 1-2 years' experience in Student Activities, Residential Life or Student Affairs

Preferred:

- Currently enrolled as a Master's or Doctoral candidate in Higher Education or related field

### **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume

- application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - reference Job Code **17-0901BRP**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED**

**Applicant packets must be received ONLY by email at:**  
[hr@bennett.edu](mailto:hr@bennett.edu)

Resumes received without the job code will not be considered.

**NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.