



JOB DESCRIPTION

TITLE: Student Life Coordinator
DEPARTMENT: Academic Affairs
REPORTS TO: Dean of Students
SUPERVISES: None
STATUS: Non-Exempt
CLASSIFICATION: Support Staff
F.T.E: Part Time
**DATE REVIEWED/
APPROVED:** November 11, 2020

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:

- Help support a comprehensive student development program that encourages student involvement, participation, and leadership that emphasizes holistic growth and personal responsibility;
- 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.
 - Encourage students and organizations to explore self-directed activities that provide opportunities for self-realization and personal growth.
 - Recruit, train and supervise student workers to manage dining hall activities.
 - Serve as advisor to the Student Government.
 - Recruit, train and supervise Orientation Leaders.

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- Establish and maintain relationships with students through attendance at campus events, informal interaction and organized programs and workshops.
- Perform other duties as assigned to meet the mission of the College.

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 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 are necessary on a daily basis.

SALARY: \$5,000

APPOINTMENT: Fall 2023

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.

****Villa Maria College is an Equal Opportunity Employer****