



POSITION DESCRIPTION

ASSISTANT COORDINATOR OF RESIDENCE LIFE PROGRAMMING-CAUTHEN HALL (Female Hall)

DEPARTMENT: Office of Housing & Residence Life

CLASSIFICATION: Part-Time (Not exceed 20 hours a week)

SHIFT: Monday- Friday, 5pm-12am, Additional hours, including summer, programming and weekends and on call as requested and/ or needed.

Reports To: Director, Student Engagement/ Residence Life

SALARY: \$15,000

FUNCTION: The Coordinator of Programming and Activities for Residence Life is responsible for planning, implementing, and managing a variety of programs and activities that foster community, engagement, and student development within residence halls. This role involves working closely with residents, student staff, and campus partners to create a supportive and dynamic living environment. Managing housing. (On- campus and off- campus.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Program Planning and Implementation:**
 - Develop and execute a diverse range of programs and activities that enhance the residential experience, including educational, recreational, and cultural events.
 - Collaborate with residence hall staff and student leaders to identify programmatic needs and interests of residents.
- 2. Event Coordination:**
 - Organize and manage logistics for residence hall events, including securing venues, coordinating with vendors, and overseeing event setup and breakdown.
 - Ensure events are engaging, inclusive, and aligned with the goals of Residence Life.
 - Provide transportation to activities and programs.
- 3. Student Engagement:**
 - Promote programs and activities through various communication channels, including social media, flyers, and residence hall meetings.

- Foster positive relationships with residents and encourage participation in events and activities.
- 4. **Administrative Duties:**
 - Maintain records of program participation, feedback, and expenses.
 - Assist in managing budgets for programs and activities, including processing invoices and tracking expenditures.
- 5. **Collaboration:**
 - Work closely with other Residence Life staff, including Resident Advisors (RAs) and community directors, to support the implementation of programming.
 - Partner with campus departments and student organizations to enhance program offerings and opportunities for residents.
- 6. **Assessment and Evaluation:**
 - Collect feedback from residents and assess the effectiveness of programs and activities.
 - Use assessment data to make recommendations for future programming and improvements.
- 7. **Professional Development:**
 - Stay updated on best practices and trends in student programming and residence life.
 - Attend relevant workshops and training sessions as required.

Qualifications:

- **Education:** Currently enrolled in or recent graduate of a bachelor's degree program in Education, Student Affairs, Psychology, Sociology, or a related field. Advanced coursework or a degree in a related field is a plus.
- **Experience:** Previous experience in event planning, student programming, or residence life is preferred but not required.
- **Skills:**
 - Strong organizational and project management skills.
 - Excellent communication and interpersonal abilities.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms and event management tools.
- **Attributes:**
 - Passionate about student engagement and community building.
 - Ability to work independently and as part of a team.
 - Creative problem-solving skills and attention to detail.

Work Conditions:

- May require occasional evening or weekend work to support events and activities.
- Work primarily in a campus environment with interactions in residence halls and other campus locations.
- Other duties as assigned.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Assistant Coordinator or Residence Life Programming-Cauthen Hall". The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.