



Position: Student Involvement Coordinator

Summary Description:

The Center for Student Involvement is seeking a dynamic and motivated individual to join our team as a Student Involvement Coordinator. Reporting to the Director of the Center for Student Involvement, this position plays a crucial role in fostering a vibrant and engaged campus community by coordinating and facilitating various student involvement programs, events, and initiatives. The successful candidate will be passionate about student development and engagement, possess excellent organizational and communication skills, and be dedicated to creating a positive and inclusive campus environment.

Responsibilities:

1. Plan, organize, and execute a diverse range of campus events, activities, and programs to enhance student engagement and the overall campus experience.
2. Assist with coordination and execution of New Student Orientation prior to Fall/Spring start dates.
3. Collaborate with student organizations, campus partners, and external organizations to coordinate successful events.
4. Provide guidance and support to students organizations, assisting them in planning and executing events, meetings, and activities,
5. Assist in the development and recognition of new student organizations.
6. Provide guidance and support to on-campus advisors of student organizations.
7. Utilize various platforms, including social media, to keep students informed about upcoming events and opportunities for involvement.
8. Implement communication strategies to promote student involvement opportunities.
9. Serve as a co-advisor for fraternity and sorority chapters, providing guidance on organization development, leadership, and adherence to Spring Hill College policies.
10. Interpret and enforce College policies and regulations related to fraternity and sorority life.
11. Facilitate initiatives that promote a sense of community among all student organizations.
12. Respond to and manage any crisis or conflicts related to the fraternity and sorority community.
13. Work with chapters on the development and implementation of effective recruitment strategies.
14. Support and oversee the recruitment process to ensure fairness and inclusivity.
15. Other duties as assigned by the Director of Student Involvement.



Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the job's essential functions.

1. Willingness and ability to work within a Catholic Jesuit college's mission and educational principles.
2. Knowledge, understanding, and commitment to the principles of student development theory, diversity, and social justice.
3. Familiarity with fraternity and sorority life; Affiliation with an Inter/National Fraternity/Sorority organization preferred, but not required.
4. Experience and/or interest in presenting and facilitating with a variety of diverse groups including students, faculty/staff, alumni, parents, and community members.
5. Ability to establish objectives and work both independently and as a team member.
6. Ability to assess, analyze, and evaluate programs, leadership initiatives, and overall student involvement experience.
7. Strong written and oral communication skills.
8. Knowledge of computer systems and software of the level to access and compile data necessary for assessment, reporting and decision-making.
9. Must be able to work a flexible schedule that may include evenings, nights, and weekends, as needed.

Qualification Standards:

Education & Experience: Bachelor's degree from an accredited four year college or university. Minimum one to three years of relevant work experience and/or training in higher education, counseling, or other related fields.

Spring Hill College reserves the right to change, add, or reassign job duties or combine positions, or portions thereof, at any time. This job description is not an employment agreement or contract.

To apply, please email your resume to Rapunizal Boykin, Director of the Center for Student Involvement, at rboykin@shc.edu.