Position Description

TITLE: Coordinator of Student Activities/Summer Conference Development

GRADE: 1T/P

HIRING RANGE: $37,068 - $40,267

FLSA Classification: Exempt (Salaried)

Job Summary: *(Brief description of the overall purpose of the position.)*

Under the general supervision of the Coordinator of Student Life, the Coordinator of Student Activities/Summer Conference Development coordinates student activities programming and events, and summer conference development.

Essential Duties/Job Scope: *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position plans, coordinates, and implements student activities; provides student and program support and assistance; event management; scheduling; and planning, directing, implementing, coordinating, and evaluating conferences.

Supervision Received:

This position receives general supervision from a higher-level professional/technical employee.

Supervision Exercised:

This position provides guidance, direction and leadership for students and supervises student staff.

Representative Duties/Responsibilities:

This position plans, coordinates, and implements student activities; monitors budgets; coordinates activity space, staffing and operations; ensures safety and security of students and facilities during activities/special events; develops and provides publicity; provides student and program support and assistance; event management; scheduling; plans, directs, implements, and manages summer conferences, including marketing, facilities and staffing coordination, contract negotiation and preparation; budget and billing management; serves as student liaison/advisor for student organizations, campus officials, and community agencies; facilitates growth, development and educational experience of students; promotes supportive environment; oversees student conduct within residence halls and during student activities; and performs other duties as assigned.

Knowledge and Abilities:

Knowledge of: event management; marketing strategies; counseling and advising practices and methods.

Ability to: work independently and as a team member; strong organizational and prioritization skills, and strong written, verbal, analytical, organizational and interpersonal skills.

Training and Experience:

Bachelor's Degree from an accredited institution in a related field and 2 years related work experience, or Associate's Degree or two year college certificate, vocational school or technical program beyond high school, business college or similar training efforts and 4 years related work experience.

Special Conditions of Employment:

May require travel, and varied work schedule, including evening and weekend hours. Successful completion of a background check is required. Incumbents in this position

will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions:

This position requires frequent walking and sitting; occasional standing and driving; occasional climbing, balancing, stooping, kneeling, bending, squatting, crawling; frequent pushing/pulling; and constant handling objects, reaching with hands/arms, and finger movements; constant lifting, carrying, pushing/pulling up to 10 lbs., and occasionally up to 50 lbs.; ordinary talking, hearing and full vision capabilities; constant reading/ comprehending, writing, communicating orally, and reasoning/analyzing; and occasional performing calculations. Work is performed using a computer and standard office equipment daily, and use of a vehicle occasionally.

Revised 8.1.2011

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.