

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Student Life Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	Vice President of Student Services
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Position summary: The Student Life Coordinator will manage the Residence Halls, Student Activities, and Fitness Center along with all duties of each area. Under indirect supervision, this position is responsible for the supervision, coordination and discipline of all residence life. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's student life activities.

Position responsibilities:

- Supervise and coordinate all aspects of residential living on Panola College campus.
- Maintain and develop budgets for residence life, student activities, and fitness center program.
- Work with Vice President in setting residential occupancy measurable objectives and retention objectives.
- Coordinate recruitment and marketing for residence halls.
- Coordinate and recruit summer camp residential living and camp offerings for Panola College.
- Supervise and hire residence life staff.
- Work with Maintenance department on all maintenance issues in the residence halls and getting rooms prepared.
- Coordinate discipline conferences and sanctions as dictated by board policy and the student handbook, The Pathfinder, including assisting in updating the handbook as needed.
- Maintain accurate databases of student's interested in residence life living and those living in the residence halls, including following up with prospective residential life students.
- Coordinate and implement Residence Life activities for residents. Such as outdoor cookouts, fun and games, etc...
- During registration periods and summer assist Student Services advisors with academic advising and orientation sessions.
- Live on campus to be available for Residence Life issues.
- Coordinate current information about Panola College residence life, student activities, and fitness center on web pages as needed.
- Work with Student Services on coordinating and giving campus tours, especially for students residing in residence halls.
- Supervise and help maintain laundry facility for residence life.
- Develop, schedule, and coordinate college wide student activities, including multi-cultural activities, educational events, Veterans Day Banquet, Fall Frolic, Spring Fling, Student Mixers, game day activities, and homecoming activities
- Develop, monitor, and maintain relevant documentation for the budget and IE.
- Assist in supervising and maintaining activity and facilities/furniture in the Student Center.
- Supervise/maintain use of campus facilities related to student activities, such as sand volleyball courts and recreational areas outside.
- Maintain and up-date master calendar of student activities and disseminate printed information to appropriate personnel.
- Post weekly activities and events on student email.
- Coordinate and manage campus intramural programs on campus.
- Assist Athletic Director with game day administration duties of athletic programs.
- Provide student activities and halftime entertainment at athletic events to promote attendance at games and school spirit.
- Coordinate, manage, and train staff to assist with issuing ID's and parking stickers.
- Provide innovation and vision for the department.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College
- Participate in and/or chair committees as needed.
- Sponsor Student Government Association (SGA)
- Assume responsibility for supervision of maintenance and care of the fitness center facilities and equipment.
- Assists patrons in the proper technique of exercise and fitness.
- Responsible for securing and scheduling of fitness center personnel.
- Responsible for organizing, promoting, and implementing programs/tournaments/games to promote student involvement and healthy living.
- Responsible for organizing, promoting, and implementing a membership program for the community.
- Responsible for reporting repairs and concerns of the fitness center.
- Responsible for organizing and implementing an orientation of all equipment and uses for all members, including community and students.
- Support the philosophy and mission of the College.

- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Budgetary skills.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/residence work environment.
- Physical effort required for moving furniture in residence halls and packages.
- Travel required several times a year for professional development and SGA Region and State meetings.