

Sul Ross State University Position Description

Official Title: Campus Activities Coordinator **Salary Group:** 9

Job Code: 3630

Summary

Function: Responsible for the development, administration, and management of university student activity programs. Serves as advisor to various student organizations including program council; Provide leadership for administration of all aspects of student organization management; Coordinates University facilities for special functions and student activities; coordinates special events and programs held on campus.

Duties

Essential: Campus Activities – Serves as the university’s resource person for all registered student organizations. Provides advice and counsel concerning membership programming, budgeting, problem solving, and interpretation of university policies; assists departments, student organizations, and off-campus groups in reserving University facilities; planning and executing special events held on campus including homecoming and welcome week; serves on the homecoming committee as liaison to student organizations ensuring involvement in homecoming activities; maintains various budgets including Campus Activities, Sully Productions (program board), Homecoming, and Welcome Week, supervises registration of campus organizations and maintains organizations files; assists organizations in setting up account records; prepares weekly Facilities Use distributed to University administration detailing facilities use; reports general maintenance needs in Kokernot Lodge as necessary; serves as resource to students seeking information about organizations; inform students at orientation about student organizations and distributes interest results to campus organizations; periodically updates lists of registered campus organizations and their advisors; distributes organization lists to appropriate University offices; prepares and maintains budgets for Campus Activities Office; insures that appropriate and timely arrangements are made for university-sponsored programs. Maintains the student activities monthly calendar; insures a strong promotion and timely advertisement for all activities; general clerical work as necessary; serves on University committees as required; performs other duties as required.

Program Council - serves as resource to Sully Productions, the student program council to develop, implement, market and promote a comprehensive and creative range of social and cultural programs of potential interest to Sul Ross students within available budget levels, keeping in mind the diverse needs of the different types of contemporary students. Review and approve contract and technical riders of entertainers. Conducts formal and informal training for Council members in areas of responsibility; travels with delegation to National Association of Campus Activities - Central Regional Conference each fall.

Leadership Development - provides leadership development opportunities for campus organization leaders and advisors including in-service workshops, leadership class, and workshops for advisors.

Student Presidents' Association (SPA) - conducts semimonthly meetings during fall and spring semesters; coordinates two major programs for SPA (Spring Blast and Club Fair); publishes and distributes monthly activities calendar; Coordinates annual Student Organization Awards.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision from Dean of Student Life.

Given: Supervises Campus Activities Secretary, student volunteers.

Education

Required: Bachelor's degree

Preferred: Master's degree in student personnel, higher education, counseling, or related field.

Experience

Required: One or more years experience in student programming and working with student organizations.

Preferred: Prior professional experience working with student organizations in a college setting.

Equipment/Skills

Preferred: Knowledge of sound, lighting and various audio-visual equipment, negotiating contracts, and event planning

Working Conditions

Usual: Both indoor and outdoor duties in various locations; exempt from overtime provisions; position is Security Sensitive.

Special: Light to moderate physical duties; irregular hours including evenings and weekends; travel with student groups.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date Revised: June, 2005