



## Job Description

<b>Job Title:</b>	Service-Learning/Student Life Coordinator	<b>Grade:</b>	J
<b>Department:</b>	ESS	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

The purpose of this position is to coordinate functions of the Service-learning Center, as well as create a sense of campus community by developing and supporting Student Life programming that meets the needs of CPCC students.

### **Characteristic Duties and Responsibilities:**

1. Works with College staff, student leaders, and faculty to plan, implement and coordinate student organizations and related activities. Recommend and coordinate training programs for advisors and students for these activities.
2. Provide consistent communication to club advisors and students organizations by providing news and updates and answering student and advisor questions.
3. Assist with the Student Leadership Conference and provide advising support for Phi theta Kappa.
4. Ensure Student Life organizations and club websites are up to date.
5. Support and assist clubs and organizations with their budgets/finances.
6. Implement a minimum of ten Service in Action events each fall and spring semester.
7. Implement a minimum of two Poverty Simulations each fall and spring semester.
8. Assist with coordination of Service-Learning functions.
9. Provide support to student organizations in the design and implementation of service projects.
10. A minimum of one service project must be implemented annually.
11. Assists in the advisement of student clubs and organizations.
12. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Director of Student Life

**Direction Given:** Responsible for providing direction and supervising assigned part-time and student workers



## Job Description

---

<b>Job Title:</b>	Service-Learning/Student Life Coordinator	<b>Grade:</b>	J
<b>Department:</b>	ESS	<b>FLSA:</b>	Exempt

---

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **Minimum Requirements:**

Bachelor's degree from an accredited college or university and two years of increasingly responsible programming experience in the area of co-curricular or extra-curricular activities, valid driver's license in North Carolina or South Carolina, Master's degree in Student Development or counseling preferred

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Excellent communication skills
- Strong organizational skills
- Ability to handle multiple tasks
- Strong computer skills (capable for working with word processing, spreadsheets and internet research)

### **Working Conditions:**

Typical office environment with frequent outside work during periods of fair weather.