



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 12/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Program Coordinator, Student Activities
Status: Full-time, 35 hours/week (may involve evening and weekend hours as required)
Grade: 9
Union: NUNC (Non-Union/Non-Classified)
Reports To: Assistant Director, Student Activities

PRIMARY PURPOSE:

Assist the Assistant Director, Student Activities in the overall administration, supervision, and management of Student Activities programs. Oversee the fraternity and sorority life system and support services for student organizations. Support systems and activities that enhance student leadership and community service. Serve as a member of the professional staff of the Student Union and support departmental efforts.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide oversight to fraternity and sorority organizations through Advising Greek Council(s), supervising recruitment and intake processes, engaging in partnerships with fraternity/sorority Inter/National Headquarters staff, Chapter Advisors and Faculty Advisors as well as organizing and implementing Greek related leadership development and community service programs.
- Assist in the coordination of student organization registration and training programs including annual club renewal processes, member recruitment efforts, and dissemination of information regarding club privileges, responsibilities, and related College policies.
- Assist in coordination of systems and programming that promote community service for student organizations and student body.
- Work collaboratively with campus departments on programs and services designed to promote student involvement and success.
- Support the department's efforts in coordinating Student Activities leadership programs.
- Recruit, select, supervise, and evaluate paraprofessional student staff, as needed.
- Assist the Assistant Director, Student Activities with various departmental initiatives.
- Research, implement, and evaluate Student Union/Activities programs and services in conjunction with the staff and college committees.
- Assist professional staff with the delivery of special events.
- Support College, divisional, and department mission.
- Serve on various committees as assigned by the Assistant Director, Student Activities.
- Participation in state, regional, and/or national organizations as well as other professional development.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Assistant Director, Student Activities.
- Work evening and weekend hours as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in communications, psychology, education, or a related field.

Experience:

A minimum of one year of experience in a college or university setting in work involving college student unions, student activities, fraternity and sorority life, orientation, leadership programs, civic engagement, first year experience, or a related field.

Skills, Knowledge, and Abilities:

- Knowledge in issues related to the Student Affairs, Student Activities, and fraternity and sorority life profession.
- Excellent organization and planning skills to implement multiple, concurrent projects.
- Competence in utilizing various technology applications, electronic communication, word processing, and other related functions.
- Ability to work flexible evening and weekend hours.

PREFERRED:

- Master's degree in student personnel/higher education administration or a related field.
- Two years' professional experience in a college or university setting in work involving college fraternity and sorority life, leadership programs, civic engagement, student unions, student activities or related field.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.