

Colorado Mountain College

Position Description

Title: Coordinator of Student Activities & Summer Conferences
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$26.94 per hour

Primary Responsibility

Under the general supervision of the Director of Student Life and Housing, the Coordinator of Student Activities & Summer Conferences coordinates student activities programming and conference services.

This is a part-time position with a maximum of 28 hours per week. The CMC workweek is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's Degree with two years of work related experience or an Associate degree with four years of experience; or equivalent education and experience that will provide the necessary knowledge, skills and abilities to perform the functions of the position. Degree in a related field preferred.

Special Skills or abilities related to position: Knowledge of event management, marketing strategies, counseling and advising practices. Ability to work independently and as a team member, strong organizational and prioritization skills, and strong written, verbal, and interpersonal skills.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Plan, coordinate and implement student activities and summer conferences.
2. Coordinate activity space, staffing and operations.
3. Ensure safety and security of students and facilities during activities/special events.
4. Monitor budgets.
5. Contract negotiation and preparation plus budget and billing management with summer conferencing.

6. Develop and provide publicity.
7. Provide student and program support.
8. Serve as a liaison/advisor for student organizations, campus officials and community agencies.
9. Facilitate growth, development, and the educational experience of students.
10. Oversee student conduct within residence halls and during student activities.
11. Other duties as assigned.

Supervision Received

This position reports to a designated administrator.

Supervisory Responsibility

This position oversees student employees and may supervise other staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. May require travel and varied work schedule including evening and weekend hours.

Serve in the professional staff on-call rotation throughout the year to respond to emergencies and policy violations in the residence hall. Professional staff on-call must be available to take calls and come to campus quickly for the entirety of their on-call duration.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

HR Reference

415130/541000; 39-9032

110.65214.34

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.