**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Student Life Coordinator

**Job Number:** A-216

**NOC:** 4212

**Band:** 7

**Department:** Student Affairs, Trent University Durham

**Supervisor Title:** Director, Student Affairs, Trent University Durham

**Last Reviewed:** August 25, 2015

**Job Purpose**

The Student Life Coordinator, working closely with the Director of Student Affairs - Durham campus, creates, organizes, publicizes, and administers co-curricular activities at Trent University Durham, including social, cultural, transitional, diversity, volunteer outreach and student leadership programs targeted to the student population. The incumbent plays a central role in designing and implementing the Durham campus student orientation and first-year experience programming, leadership program, student events, and student staff, leader, and volunteer training and development.

**Key Activities**

***Leadership Program Development and Facilitation:***

1. Designs, implements, and coordinates Durham campus leadership certificate program open to all students.
2. Learning outcomes of leadership program based on researched contemporary and relevant student development and leadership theory
3. Incorporation of core competencies including intrapersonal and interpersonal competence, and humanitarianism and civic engagement.
4. Include topics such as diversity and cultural competency, health and wellness, sexual assault prevention, and bystander intervention.
5. Develops and implements volunteer outreach programs servicing community organizations in the Durham Region.
6. Coordinates and promotes the co-curricular record
7. With Director of Student Affairs, establishes and implements assessment and short- and long-term goal-setting of leadership programming

***First Year Transitional Programming:***

1. Ensure the successful implementation of all new student orientation programming, including summer, fall, and winter, and other first-year transitional programming and engagement.
2. Along with a Trent Durham Student Association (TDSA) representative, co-chair regular meetings of an orientation committee consisting of members of the TDSA, other student representatives, faculty, and staff.
3. Designs, implements, and coordinates a first-year certificate curriculum specific to the academic, intrapersonal, and interpersonal developmental needs of direct from high school, transfer, and mature students.
4. Transitional programming to emphasize academic, co-curricular, and extra-curricular student engagement
5. Learning outcomes and curriculum of transitional programming based on researched contemporary and relevant student development theory
6. With Director of Student Affairs, establishes and implements assessment and short- and long-term goal-setting of first-year transitional programming

***Student Events, Engagement, and Risk Management***

1. Along with a TDSA representative, co-chair regular programming committee meetings including all campus stakeholders
2. Chair the Student Initiative Fund committee, responsible for dispersing funds to student initiatives. Promote the fund to all students and student groups and track budget expenses and distribution of funds.
3. Provide overall support to all student-run events on- and off-campus to ensure successful, engaging, and inclusive programming to all students
4. Review and risk assess all student-run events, both on- and off-campus to ensure student safety and University reputation
5. Establishes and maintains campus events and programming calendar.
6. Establishes communication plans for student, staff, and faculty to keep all stakeholders up-to-date on campus activities and encourage involvement.
7. Identifies and facilitates faculty and staff connections to programming. Establishes regular contact with faculty to identify interests and facilitate links to co-curricular programming.
8. Collaborates with faculty, departments, and other university divisions to identify, develop and implement programs and activities that enhance the academic and personal development of students on the campus
9. Develops and implements programming to engage and support under-represented or marginalized demographics of students.
10. Identifies and facilitates alumni connections and encourages alumni involvement in campus life wherever possible.

***Student Staff, Volunteer, and Leader Training & Development***

1. Has strong understanding of the importance of encouraging autonomy and independent decision-making among student leaders.
2. Designs and implements training modules, workshops, and guides for all student staff on campus
3. Hires, trains and supervises student staff, including ensuring appropriate responses and referrals to student enquiries.
4. Create and implement orientation leader training and development curriculum
5. Collaborates with TDSA to create and provide leadership development and training curriculum to all clubs
6. Provides leadership training and support to TDSA, including conflict resolution, team development, and visioning/goal setting.

***Other Duties***

1. Working closely with Durham campus student affairs staff, ensure all relevant Durham campus student affairs webpages are up-to-date year-round
2. Other duties as required

**Education**

Honours undergraduate degree required; preference for graduate degree in related field such as higher education.

**Experience Required**

1. At least three years full-time experience in university student life programming, student support programming, student staff supervision.
2. Excellent interpersonal skills and written/spoken communication skills, tact, patience, and active listening skills. Excellent presentation skills and experience in developing and presenting programs related to a range of student academic and student life issues, including potentially sensitive issues such as sexual assault prevention, alcohol/drug awareness, suicide prevention, etc.
3. Familiarity with current research and best practices in co-curricular engagement, student retention, and student development. Demonstrated experience in student leader training and support, including supporting independent and autonomous student leadership. Demonstrated experience in supporting students in distress or in crisis, including appropriate referrals and follow-up.
4. Multicultural awareness, strong background in equity issues, ability to engage students, faculty, staff and alumni from a diverse range of demographics.
5. Excellent knowledge of the Microsoft Office Suite, web editing, and social media. Strong virtual communication skills. Experience and ability to design and produce online resources an asset.
6. Demonstrated understanding of university structures and decision-making. Strong understanding of, and commitment to, colleges’ history and potential.
7. Understanding of budgets, financial planning, and financial management.
8. Experience with research and assessment of student programming, student retention and student success.
9. High degree of enthusiasm, efficiency and organization.
10. Ability to maintain confidentiality.
11. Some evening and weekend work required.