BISHOP STATE COMMUNITY COLLEGE
Position Announcement

Posted Date: July 18, 2016
Closing Date: August 2, 2016

Position: Coordinator of Student Activities

Minimum Qualifications:
- Bachelor’s Degree from an accredited college or university.
- Demonstrated leadership and participation in collegiate extracurricular activities.
- Must meet licensure and insurance requirements for driving students to events.
- Experience in college recruitment and admissions preferred.

Campus: All

Required Knowledge, Skills, and Abilities:
- Knowledge of the programs and services offered by the College.
- Proficiency in the use of personal computers and utilizing software applications and the Internet.
- Effective oral and written communication skills.
- Ability to maintain confidentiality, credibility, and a professional manner.
- Ability to work independently, well under pressure, and with discretion.
- Ability to work with a diverse population.
- Strong interpersonal skills and work ethic.
- Organizational skills and attention to detail.
- Superior English language skills to correspond both verbally and in writing, using good grammar, spelling, punctuation, and structure.
- Ability to interact with the general public in a courteous and helpful manner.
- Ability to operate office machines and equipment, including personal computers, keyboards, multi-line telephones, copy machines, printers, and fax machines.
- Ability to work with one or more software programs and maintain familiarity with campus software requirements.
- Knowledge of conflict resolution and mediation principles.
- Ability to read, understand, and review documents for accuracy and relevant information.
- Ability to use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Ability to manage a budget.
- Ability to assemble, organize, and prepare data for records and reports.
- Ability to compose letters, memos, forms and charts independently.
- Ability to read, interpret, apply, and explain rules and regulations, policies, and procedures.
- Ability to communicate with peers and other staff, students, and the public in a manner reflecting positively on the department and the College.
- Ability to organize and maintain records.
- Ability to plan, organize, and complete work to meet established deadlines.

Major Duties and Responsibilities:
- Develop, plan and coordinate student activities for all campuses to include the Main Campus, Baker-Gaines Central Campus, Southwest Campus and Carver Campus.
• Assist in developing and planning the student activities calendar and ensure its publication.
• Supervise and coordinate activities inside the Student Center.
• Provide support and direction to students, organizations and advisors associated with clubs and organizations on campus.
• Handle all paperwork relative to student activities to include but not limited to:
  ▪ Developing requisitions and handling vendors associated with student activities.
  ▪ Approving flyers and advertising of student organizations events and elections, including Student Government Association elections and Homecoming King and Queen elections.
• Provide expertise and input concerning student activities and coordinate them with other Student Services functions and instructional programs.
• Attend college day and night programs as required.
• Serve as advisor for the Student Government Association.
  ▪ Coordinate Student Government Association (SGA) elections.
  ▪ Attend Student Government Association meetings and coordinate functions.
  ▪ Maintain records from elections, meetings, events, and fundraising.
  ▪ Authorize expenditures of funds and oversee deposits of SGA funds and its fiscal reporting.
• Exercise supervision of students attending local, statewide, and national conferences/seminars.
• Serve on College committees and attend other meetings as called by the President and the Dean of Students.
• Attend all required meetings, Convocations, Professional Development and Orientation activities.
• Maintain a positive relationship and regular contact with area counselors and senior sponsors.
• Plan and coordinate campus tours and visits for area high schools and other groups.
• Meet prospective students and parents during campus visits and acquaint them with the educational offerings of the College.
• Attend high school awards and scholarship events to present scholarships.
• Assist with responsibilities in the Admissions Office.
• Request repairs and maintenance of the Student Life Center and participate in facility input design/redesign.
• Serve as liaison to the college bookstore and cafeteria.
• Manage the use of and the scheduling for Student Center facilities, including the Theater.
• Manage and purchase equipment for the recreation room and its activities.
• Supervise work-study students associated with the recreation room.
• Demonstrate leadership and professionalism at all times.
• Dispense reports in a timely manner.
• Comply with all Policies of the Alabama Community College System and the College.
• Serve on the Bishop State Community College Committees.
• Assume other duties as assigned by the President, Vice President, Dean of Students, and Enrollment Manager.

Salary:
Salary level will be determined by educational attainment level and years of applicable experience according to the Alabama Community College System Salary Schedule E2, Grade 2 - $41,420 – $54,821.

Application Procedure:
Position announcements and employment applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to mlyons@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.
A completed application packet consists of:

- Completed Bishop State Community College employment application (must be signed),
- Letter of interest with reference to the position announcement,
- Current resume,
- Transcripts (official required if hired), and
- Verification of Work Experience form for directly related work experience from current and/or previous employers (form included as last page of application) and/or letters from current and/or previous employers verifying directly related work experience (letters must include employment dates and job title, and must be on company letterhead and signed by authorized personnel).

Application Deadline:

A complete application packet must be received in the Office of Human Resources no later than Tuesday, August 2, 2016 at 5:00 p.m.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.