



## **JOB DESCRIPTION- STUDENT LIFE COORDINATOR**

### **General Description/Primary Purpose:**

The Student Life Coordinator is responsible for creating and supporting a high-quality student life experience for all students at MSC. The Coordinator creates, implements, and facilitates opportunities for co-curricular learning and student leadership development. The Coordinator will also promote proactive retention activities and student engagement.

**Classification:** Full-time Staff, Non-Exempt

**Salary:** Commensurate with qualifications and experience, plus fringe benefits

**Appointment:** 12-month position

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Job Functions:**

1. Collaborate with other campus departments, such as Residence Life and Academic Departments, to provide co-curricular programs that support community-building, wellness, and student success.
2. Develop co-sponsored or complementary programs and form strong network ties with campus organizations, departments, campus Cultural Events Committee, and local organizations.
3. Plan and execute large-scale campus-wide traditions including but not limited to:
  - a. All Special Holiday Events (i.e., Halloween, Veteran's Day, Valentine's Day)

- a. Recognize and plan events for the U.S. Commemorative Observances
  - b. Intramurals
  - c. Game/Movie Nights
  - d. Social Media Contests
  - e. Student Club Activities
  - f. Homecoming Coronation with SGA Planning Committee
  - g. Promote student belonging on campus and in campus events.
3. Serve as the first point of contact for MSC's activity/fundraising efforts. Coordinates all student activities specific to each campus, maintaining an Anticipated Calendar of Events for each academic year.
4. Stay abreast of campus services, programs, resources, and other opportunities to aid in the retention of all students.
5. Direct students to resources, policies, and procedures to address personal or academic concerns
6. Assist with addressing and responding to student complaints.
7. Serve as backup student conduct officer for the Executive Director of Student Affairs
8. Serve as clerical help and response for the Executive Director of Student Affairs
9. Provide on-call responsibilities for campus issues and emergencies
10. Oversee social media accounts for Student Affairs.
11. Assist with special projects.
12. Assist and support programming hosted by other departments on campus
13. Coordinate various committees and teams to address student issues, activities, and initiatives.
14. Coordinate all overnight trips for Student Affairs.
15. Evaluate and recommend improvements for policies, procedures, educational opportunities, and issues of campus safety, tobacco, and alcohol/substance abuse for campus programs and events.
16. Participate in community parades:
  - a. Ardmore Toys for Tots-Day
  - b. Ardmore Parade of Lights-Night
  - c. Tishomingo Christmas Parade-Night
  - d. Tishomingo Independence Day Celebration-Day

- e. Tishomingo Chickasaw Festival Parade-Day
  - f. Tishomingo Homecoming Parade-Day
17. Assist with updating the MSC Student Handbook before August each year.
  18. Budget funds to provide student activities consistent with student needs effectively.
  19. Prepare the budget for Student Life and track spending.
  20. Prepare purchase orders for Student Life as needed.
  21. Serve as the custodian of Student Club and Organization records. Provide information to the club sponsor and ensure all clubs and organizations operate according to by-laws.
  22. Effectively sponsor the Aggie Ambassadors and SGA by providing leadership on:
    - a. goal setting and objectives
    - b. priorities
    - c. good citizenship
    - d. encouraging involvement across the institution
    - e. coordinating official meetings with SGA Leadership according to Robert's Rules of Order.
  23. Facilitate SGA elections and the selection processes for Ambassadors.
  24. Effectively utilize multiple social media platforms to connect with students and promote Student Life.
  25. Maintain up-to-date activities on the website and all social media platforms used.
  26. Ensure student compliance with all policies and procedures.
  27. Serve on campus committees, including the cultural events committee.
  28. Perform other duties as assigned.
  29. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
  30. Complete National Incident Management Systems (NIMS) Training: General Role: IS-100.HE and IS-700.a

## **Required Knowledge, Skills, and Abilities:**

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the job's essential functions, with or without reasonable accommodation, using some other combination of skills and abilities.

- Proficiency in MS Word, PowerPoint, Excel, and Outlook.
- Excellent diplomacy and interpersonal skills
- Excellent customer service skills
- Strong planning and organization skills, accompanied by strong attention to detail
- Leadership, decision-making, and team-building skills
- Superior organizational skills, self-motivated with limited supervision required.
- Strong rapport with students, faculty, staff, and administrators
- Maintains a positive attitude of service toward students, coworkers, and others
- Experience or training in working effectively in a culturally diverse workplace and serving clientele from various racial and cultural backgrounds.
- Drive college-owned vehicles. Sometimes, overnight travel and early-morning and late-night driving are also required.
- Ability to work through processes quickly and prioritize responsibilities
- Ability to deliver excellent written and oral communication in a manner appropriate to the audience

## **Other Ergonomic Requirements:**

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others or to demonstrate otherwise or explain how they can perform the job's essential function.

## **Hours:**

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

## **Qualification Standards:**

1. **Minimum Education:** Associate's Degree, Bachelor's Degree preferred.
2. **Minimum Experience:** Related professional experience working with persons of diverse age

and ethnicity.

3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities. 4.

**Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.

5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

### **Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

### **Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

### **Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

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