

## **Student Engagement 2022-2023**

### **Student Activities Coordinator**

#### **Job Description**

The Campus Life Student Activities Coordinator is expected to be a mature Christ-follower who will support the vision of Student Engagement. This position will have two primary responsibilities: helping to execute student events/programs and lead a First Year Experience small group. They serve on a team of Student Activities Coordinators to execute events. They assist new students as they transition to Simpson University by providing resources, support and connection. He/she is expected to be dependable, responsible, and enthusiastic, as well as display loyalty to Simpson University. Like all student leaders, a Student Activities Coordinator is required to sign the Student Leadership Covenant and Student Contract upon acceptance of this position.



#### **Compensation:**

This student leadership position will be paid an hourly minimum wage, which will not exceed \$4,400 for the academic year. \*The commitment for this role is two semesters - one academic year. Consult with Financial Aid to ensure scholarship eligibility before accepting the position.

#### **Prerequisites & Qualifications:**

1. Demonstrates an active faith development, intentionally growing in their relationship with Jesus Christ and living consistent with the university Mission, Vision, and Values.
2. Enrolled as a full time student and in good standing with the University.
3. Proficient in academic pursuits (with a cumulative 2.5 GPA), in good standing with Student Development guidelines, Chapel attendance, and the Simpson University community as a whole.
4. Holds at least a sophomore standing and possesses the heart and the skills necessary for administrative responsibility.
5. Ability to interact professionally with persons related or unrelated to Simpson University.
6. A teachable spirit, possesses organizational skill, attention to detail, and demonstrates leadership abilities as well as the ability to deal appropriately with confidential information.
7. Limit outside commitments to 10 hours (including other on campus employment by Simpson University) with supervisor approval.

**Core Responsibilities:**

1. Assist to execute student events/programs and participate through set-up, tear-down and attendance; it is an expectation to invite FYE group to events/programs.
2. Assist in executing the details for Fall and Spring Orientation including but not limited to: Campus move-in, welcoming new students and families, First Year Experience initiatives.
3. Conduct weekly FYE small groups during the fall semester.
4. Track and refer at-risk students who need assistance (spiritual, social, emotional, academic, etc.).
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6. Intentionally connect with students in FYE group on a weekly basis and maintain relationship with group throughout the semester.
7. Help new students throughout the semester with adjusting to Simpson and navigating transition to college.
8. Meet weekly with Campus Activities Board once a week.
9. Be available to work up to 10 hours per week.
10. Attend all student leader training, meetings and gatherings.
11. Assist with all other duties as assigned.

**Required Dates of Attendance:**

- New Student Leadership spring retreat – March 26<sup>th</sup>, 2022
- Student Leadership training (August and January) - August 25<sup>th</sup> - September 4<sup>th</sup>, 2022 & January 12-15<sup>th</sup>, 2023
- New Student Orientation (August and January)
- Student Leadership Banquet – April 19<sup>th</sup>, 2023
- Ongoing training and leadership celebration events

**Dates of Leadership Commitment:**

August 25<sup>th</sup> - September 4<sup>th</sup>, 2022 through May 13<sup>th</sup>, 2023

