

**SALEM COMMUNITY COLLEGE
POSITION DESCRIPTION**

Position Title: Coordinator of Student Leadership

Salary Range: \$35, 000

Minimum Qualifications:

Education: Bachelor's Degree required.

Experience: Minimum of two years experience working in student services.

Skills/Abilities:

1. Knowledge of current student life and student orientation issues and trends.
2. Demonstrated ability to work with diverse academic, cultural and ethnic backgrounds of community college students and staff.
3. Competency in the utilization of computer technology used for communication, data gathering and reporting.
4. Excellent oral and written communication skills.
5. High level of energy and enthusiasm necessary.
6. Occasional evening and weekends required. Travel necessary.

Reporting Structure:

Reports to: Director of Athletics and Student Leadership

Responsibilities of the Position:

Student Life

1. Works with student leaders, staff, athletics and faculty to plan, organize, promote, supervise and evaluate Student Life programs, events, and activities to meet the needs of Salem Community College students.
2. Advises student government leaders through meetings, events, organizational communication, one-on-one conferences, teambuilding sessions, and leadership activities.
3. Monitors the assigned budget to ensure fiscal accountability; manages facilities and equipment assigned to Student Life.
4. Establishes and maintains effective working relationships with staff, faculty, community resources, vendors and non-profit agencies in the course of Student Life activities.
5. Assists in the establishment and advisement of student organizations and provides training and experiences, which help develop leadership skills and abilities in students.
6. Provides opportunities and professional development for students on leadership development and team building.
7. Assists student organizations in following college guidelines; provides support and guidance in the expenditure of student organization funds.
8. Assists with New Student Orientation programs.
9. Other duties as assigned.

Position will remain open until filled; however, **preference will be given to applications received by January 25, 2012.** Candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and the names of 3 references to: employment@saalemcc.edu. Please include title of position you are applying for in the Subject Line.

AA/EOE