Administrative Assistant & Coordinator for Residence Life and Student Activities Programs

Date Needed: July 2, 2018  Reports To: Directors of Residence Life & Student Activities
Dept.: Student Affairs  Open Date: May 31, 2018
Close Date: Until Filled

Position Summary:
The Administrative Assistant & Coordinator for Residence Life and Student Activities Programs assists directors in the management and operation of the Office of Student Activities & Residence Life. The Administrative Assistant & Coordinator for Residence Life and Student Activities Programs also uses a creatively inclined mind to coordinate, promote, implement, and evaluate programs that complement the college’s academic program and actively engage students. The position is classified as non-exempt.

Essential Job Functions:
The essential functions of this position include, but are not limited to:
1. Provides customer service and office management (e.g. answers telephones and email requests for the office, greets visitors, sends office FAX messages, orders office supplies, and distributes Exam Care packages).
2. Edits and publishes the Koala Weekly (e-newsletter) during Fall and Spring semesters.
3. Prepares documents and supervises large mailings (e.g. Orientation, traditional events, housing assignments, OCM mailings, and SGA allocations).
4. Manages keys for student residence hall rooms (e.g. prepares keys at the beginning of the semester, manages early arrivals, maintains records of spare keys loaned to students, supervises room and lock changes, and inventories keys at the end of the semester).
5. Assists with daily data entry into Jenzabar (e.g. housing assignments, meal plan changes, room changes, student housing withdrawals, GPA checks, and all other student-related information changes).
6. Maintains calendar and costume loan documentation for mascot.
7. Assists the directors in compiling departmental reports (e.g. assessment reports, copy machine reports, budget reports, etc.).
8. Manages financial requests from student organizations (e.g. signs money requests and tracks budget expenses).
9. Helps with the supervision of student assistants, including the Events Coordinator (e.g. training, scheduling, task assignments, and event planning).
10. Assists in preparation of training materials, handouts, manuals, etc. (e.g. New Student Orientation)
11. Provides support to the Columbia College Activities Board (CCAB) which plans and implements traditional campus events, including Ludy Bowl (Homecoming), Mom’s Day, Dad’s Night, and Spring Formal.
12. Assists the Director of Student Activities with developing and implementing a comprehensive calendar of events, including Welcome Week activities, Student Activities Fairs, and a variety of engaging events for students, guests of students, and alumnae.
13. Engages with external office partners, including vendors, novelty contractors, college departments, etc.
14. Maintains the student membership system for the KOALA VIP Program and aids in executing the bi-annual KOALA VIP Bingo program.
15. Other duties as assigned.
Requirements:
1. Bachelor’s degree preferred.
2. Good customer service skills and an interest in working with college-aged students.
3. Excellent verbal, written, organizational and interpersonal skills.
4. Ability to multi-task in a busy environment.
5. Proficiency in working with software (Excel, Word, PowerPoint preferred) to create spreadsheets, large mailings, and reports.
6. Experience with personnel and/or student information systems (e.g. Jenzabar, Ellucian, etc.) preferred.
7. Occasional evening and weekend duties required.

EOE M/F/D/V