

COORDINATOR OF STUDENT EXPERIENCE

Campus Engagement and New Student Experience

Description: The Coordinator of Student Experience plays a vital role in welcoming students, fostering a sense of community, and encouraging student engagement. This position provides leadership for orientation programs and the Campus Activities Board, while also collaborating closely with Campus Recreation and the Student Success Center to enhance the overall student experience. The Coordinator reports directly to the Assistant Director of Campus Engagement and New Student Experience.

Minimum Requirements: Bachelor's degree required. Minimum 2 years of successful experience in in student engagement, event planning, orientation, or related field. Valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Preferred Requirements: Masters degree in Higher Education or related field.

Knowledge, Skills and Abilities: Strong leadership, communication, and organizational skills. Demonstrated commitment to student success and development. Ability to effectively plan, coordinate, and execute programs and events. Experience building relationships and collaborating with a diverse range of students and staff

Hire Range: \$39,500 - \$43,500

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: CB65 – **State Title:** Student Serv. Prog. Coord. I -**Band:** 04

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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EOE / ADA / TITLE IX