

# COORDINATOR OF STUDENT LIFE

## STUDENT LIFE

**Description:** The Coordinator of Student Life is a Student Engagement functional area member within the Division of Student Affairs. Reporting to the Director of Student Life, the Coordinator will assist in overseeing, developing, and implementing a comprehensive, student-centered program of campus activities, engagement, and leadership development. This position assists in the execution of the vision and leadership that advances the University's mission and strategic plan. Components of the new strategic plan will include a robust student activities program, leadership development, employability of graduates, and service-learning programs, among others.

**Minimum Requirements:** Bachelor's degree required. Must have at least a year of experience within a student life programmatic area. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

**Knowledge, Skills and Abilities:** Experience with event planning and working with teams. Excellent oral presentation and written communication skills. Social media experience. Ability to exercise good decision-making skills. Ability to build relationships.

**Hire Range:** \$30,000- \$35,000 annually

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

**Position Work Hours:** 37.5

**To include some nights and weekends**

**Class Code:** CB65 – **State Title:** Std. Serv. Prg. Coord I

**Position #:** – **Band:** 04

Search openings at [careers.sc.gov](https://careers.sc.gov)

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Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://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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