

**RANGE N04**

**JTC NO. CO0  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Student Life Office Coordinator

**DATE PREPARED:** Fall 2004

**DATE REVISED:** Fall 2006; Fall 2009; Summer 2012; Spring 2015; Fall 2016; Spring 2017

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**GENERAL SUMMARY:**

Responsible for coordinating the daily operations of the department including overseeing departmental staff. Provide guidance to related staff in organizing projects and events. Provide on-going technical support in planning, researching, developing, and implementing programs and activities for educational, recreational and cultural awareness for the college and community.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Coordinates implementation of programs and events through interaction with other college staff and students; program events include those associated with the arts, recreational, intramural, and entertainment, goal setting and motivation, multi-cultural awareness, volunteer organizations, etc.
- Manages and coordinates related business details concerned with clubs and department functions including monitoring budget, initiating contracts, negotiation with agents and/or performers, ticket sales, physical arrangements and maintaining associated records and reports.
- Reviews and approves publicity and promotional materials such as brochures, flyers, posters, etc.
- Develops learning outcomes as it relates to specific programs and events.
- Maintains assessments and evaluations.
- Prepares long range plans and projections for co-curricular and extra-curricular programs and services; researches, reviews, and plans programs and events.
- Some position may be responsible for college vans, including to the maintenance, scheduling, inspection and cleaning; at times may drive students and/or staff members to meetings, functions and/or events.
- Prepares statistical reports and maintains related files.

**Student Life Office Coordinator**  
**Page Two**

**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Some positions may require the implementation of intramural/recreational programs and activities and scheduling of gymnasium facilities; providing gymnasium monitors to ensure compliance and safety in the gymnasium; assesses and arranges for equipment maintenance.
- Assists in the monitoring of assigned budget allocation(s).
- Selects, trains, and evaluates assigned staff.
- May oversee the student/staff identification card issuance process, including arranging weekend operations of department to accommodate weekend students in need of identification cards.
- Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIREMENTS:**

Ability to lift and carry materials weighing up to 30 pounds. Ability to climb ladders and/or ability to maneuver in order to decorate, serve food, or any other activity required in the set up and take down materials to carry out events on a regular basis. Ability to stand and/or walk for long period of times.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher plus four years of experience in working with clubs and/or organizations, in student programs area, or event planning experience, including supervision. Ability to organize projects in multitasked environment. Ability to travel locally and/or out of state. Requires valid driver's license. Ability to utilize computer technology to maintain records, generate reports and communicate with others. Ability to plan and implement a variety of well rounded programs of student extra-curricular activities. Ability to communicate effectively with individuals from diverse backgrounds. The ability to provide quality customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

09/01/04; rje-ccp  
revised: 9/06; msv (CCAB)  
revised: 09/01/09-ccp-rje  
revised: 08/2012 – emm  
reactivated:04/04/14 – emm  
revised: 04/2015 – emm  
revised: 12/2016 – emm  
FLSA: 01/2017 - emm  
ADA/tmm 2.15.19