Campus Life Student Organizations Coordinator
Lawrence University
Position Description

Reports to: Assistant Dean of Students for Campus Life
Location: Warch Campus Center

Primary Objective: Provide a variety of services that support and align with needs of student clubs/organizations and leadership experiences.

Duties:

1. Work with the Campus Life Office to provide an orientation to student clubs and organizations newly recognized by the -Lawrence University Community Council (LUCC) student government. Coordinate and present informational sessions to student organizations/clubs.

2. Provide variety of services workshops for organizations
    a. Create and implement on-going, organization specific leader transition
    b. Act as event planning resource (contracts, reservations, etc)
    c. Provide recognition for clubs and leaders

3. Serve as trip planning coordinator for student sponsored trips

4. Provide Campus Life programming support for Athletic spirit programs (i.e., Student Athletic-Advisory Committee events, pep rallies, pep band).

Working Relationships:

Direct working relationship with Associate/Assistant Dean for Campus Life. Frequent contact with Campus Life professional and student staff. Frequent interaction with various student leaders.

Knowledge and Skills Required:

1. Effective small and large group facilitation skills.
2. Strong attention to details and organizational skills.
3. Experience with event planning, advising, and committee supervision.
4. General knowledge of marketing and promotion strategies and techniques.
5. Strong verbal and written communication skills.
6. Ability to work independently and exercise creativity.
7. Position requires ability to manage multiple priorities and schedule work in discrete time blocks. Work expectation is approximately 15 hours per week. Work hours vary and successful candidate must be flexible during both daytime and evening/weekend hours