

Job Title: Student Engagement Coordinator

Location: Notre Dame of Maryland University

Compensation: \$15.00 per hour

Hours: 20 hour per week, opportunity for some flexible scheduling

Reports to: Director of Student Engagement & Community Programs

Available Positions: 1-3

Job Summary:

We are seeking highly motivated and energetic individuals to join our Student Engagement team as Student Engagement Coordinators. As a Student Engagement Coordinator, you will play a key role in supporting student engagement and campus life by assisting with the planning and execution of events and programs.

You will work closely with the Director of Student Engagement, the Graduate Assistant for Student Engagement, and other campus partners to create a vibrant and inclusive campus community.

Responsibilities:

- Assist with the planning and execution of campus-wide events and traditions, such as welcome week, Gator Fest, Holiday Celebrations, and other special events
- Collaborate with student organizations and other campus partners to create and implement student-led programs and events
- Provide support and resources to student organizations in collaboration with event planning and program development
- Serve as a liaison between the Office of Student Engagement and other campus departments
- Attend and participate in staff meetings and training sessions, as well as provide feedback on policies and procedures
- Plan monthly events for students
- Perform other duties as assigned by the Director of Student Engagement and Graduate Assistant

Requirements:

- Must be enrolled during the 2024-2025 academic year
- Strong leadership skills, with the ability to work well in a team environment
- Excellent interpersonal and communication skills, with the ability to build relationships with a diverse group of students, staff, and faculty
- Ability to plan and implement programs on campus
- Ability to work a flexible schedule, including evenings and weekends
- Familiarity with Microsoft Office, Google Suite, and other relevant technology