

**JOB DESCRIPTION**

Position	Student Life & Community Engagement Coordinator	Hours	Averaging 35 hrs/week
Classification	Band 10 (Provisional)	Date	2015
Dept	Athletics		
Reporting To	Director, Athletics and Student Life	Group	CUPE, Local 3131 *

The Student Life & Community Engagement Coordinator’s primary role is to help students discover both Cape Breton University and the local community. The Coordinator will strive to enrich the CBU student experience, encourage participation in all aspects of student life, and foster experiences to allow students to grow as active, community-minded leaders.

**PURPOSE:**

The Student Life & Community Engagement Coordinator will work with student leaders, staff, and faculty to plan, organize, promote, supervise, and evaluate student life programs aimed at student satisfaction and retention. The Coordinator will liaise and coordinate strategically with various stakeholders including internal stakeholders the CBU Students’ Union, current students (local, residence, international) and student groups/societies, faculty, staff, Athletics, Alumni, Boardmore Playhouse, Art Gallery, Beaton Institute, in addition to internal and external organizations.

**SPECIFIC RESPONSIBILITIES:**

- In conjunction with the Coordinator of Varsity Athletics and Recreation, the Coordinator of Residence Life, Student Development and Placement Officers, plan an annual schedule of appropriate student activities, both co-curricular and extra-curricular coordinated with challenges of each semester.
- Work with members of the Student Services team to ensure the first 40 days of a student’s university life are productive and successful.
- Arrange and participate in a range of events such as intramurals and residence pride.
- Liaise with Coordinator of Residence Life to support and arrange residence activities.
- Encourage and support joint initiatives and collaboration between residences.
- Refer at-risk students to appropriate supports.
- Facilitate leadership programming.
- Work with student groups and societies to encourage and deliver student lead events.
- Track statistics of student involvement in events to assess effectiveness and popular appeal.

- Research best practices and trends in student life practices ensuring all programs reflect the broad range of cultural, racial, ethnic, and socio-economic diversity of CBU students.
- Continual review of programs.
- Participate in student related events such as orientation, banquets, convocation, etc.
- Oversee the hiring, curriculum building, and delivery of CBU summer camp program.
- Maintain, update, and promote community engagement opportunities available to the campus and external community.
- Spread awareness about service-learning and develop mutually beneficial partnerships for related programs.
- Identify and support groups with existing and/or up-and-coming volunteer and community engagement activities.
- Establish a network of volunteers to serve both on campus and in the community.
- Collect information and feedback on community partnership experiences; create reports on community outreach initiatives as appropriate.
- Participate in other projects as assigned by the Director of Athletics and Student Life.

Due to the nature of the position, irregular work hours is a requirement.

\*This position is subject to a Memorandum of Agreement with CUPE, local 3131.

### **QUALIFICATIONS:**

- Baccalaureate degree in a relevant area with knowledge of CBU academic programs and policies. Graduate degree would be considered an asset.
- Three to five years of relevant experience, preferably in a post-secondary environment.
- Proficiency in MS Office.
- Enthusiastic about university student success and must be able to demonstrate the ability to identify and implement innovative and effective programs.
- Excellent oral and written communication skills.
- Ability to work with minimum supervision as well as within a team.
- Effective time management skills.
- Demonstrated problem solving abilities.
- Willingness and ability to work irregular hours, including some weekend work.
- Experience in facilitating partnerships with constituents from a variety of institutional functional areas (students, student leaders, staff, faculty and administration).
- Ability to relate to students in a manner that engenders trust and confidence.
- Commitment to improving and enhancing the student experience.