

Coordinator, Student Engagement and Recreation  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=256932>

Downloaded On: May. 13, 2025 9:35pm

Posted May 13, 2025, set to expire May 26, 2025

**Job Title** Coordinator, Student Engagement and Recreation  
**Department** Provost/Academic & Student Affairs  
**Institution** Lee College  
Baytown, Texas

**Date Posted** May 13, 2025

**Application Deadline** 05/26/2025  
**Position Start Date** Available immediately

**Job Categories** Coordinator

**Academic Field(s)** Student Services

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**Job Description**

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**Coordinator, Student Engagement and Recreation**

**Salary:** \$49,746 - \$57,209

**Job Type:** Full-Time

**Job Number:** FY2300556

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

**Position Overview**

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Starting Salary Range is \$49,746 - \$57,209. The initial salary offer is commensurate with education and related work experience.

We are seeking an energetic and enthusiastic professional to join our team as the Student Engagement & Recreation Coordinator. You will serve on a dynamic team focused on enriching the student experience outside the classroom. You will play a central role in developing and implementing engaging programs and initiatives that promote student engagement, leadership development, and overall well-being.

### Essential Duties & Responsibilities

- Student Engagement & Leadership Development:
  - Coordinate and manage all aspects of student organizations, including:
    - Oversee the recognition process for new organizations, ensuring alignment with institutional policies.
    - Monitor budgets and provide financial guidance to student leaders, including budget creation and management.
    - Facilitate training workshops for student organization advisors and leaders on topics such as event planning, risk management, and leadership development, and parliamentary procedure.
    - Serve as a liaison between student organizations, administration, and faculty, advocating for student needs and concerns.
    - Provide comprehensive advising to the Student Government Association (SGA), including mentorship on leadership skills, meeting management, and ethical representation.
    - Oversee SGA budget management, ensuring compliance with institutional financial policies.
    - Assist with the development and implementation of SGA bylaws and policies.
    - Ensure all student organizations adhere to campus policies and risk management procedures.
    - Maintain accurate records of all club and SGA activities.
    - Oversee the scheduling and coordination of club and organization events, ensuring compliance with institutional policies and safety regulations.
    - Assist in the creation of event specific risk management plans.
  - Develop and implement creative programs and initiatives that foster student engagement, leadership development, and a sense of community.
  - Collaborate with campus departments to plan and execute large-scale events.
- Recreation:

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- Supervise a team of student workers responsible for the day-to-day operations of the Game Room and Weight Room, ensuring a safe and welcoming environment for all students.
- Develop and implement a calendar of recreational sports leagues, tournaments, and fitness events.
- Foster collaboration with other departments to promote healthy lifestyles and wellness initiatives across campus.
- Serve as the college's liaison to Gulf Coast Community College Consortium (GCCCC) by serving as a member as well as recruiting students to compete in Sport Day and other GCCCC events.
- General:
  - Maintain comprehensive records and documentation for all programs and activities.
  - Stay informed about current trends in student engagement and best practices in higher education.
  - Policy interpretation: Stay up to date on, and properly interpret all campus policies related to student organizations.
  - Develop and maintain budgets for SGA and club activities.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- Bachelor's degree
- Relevant experiences
- Knowledge of operational management and coordination
- Familiarity with budget oversight and resource allocation
- Knowledge of organizational practices and planning processes
- Ability to supervise and work with student leaders and staff, as well as other employees
- Ability to work with people from different backgrounds and excellent communication skills are essential
- Valid driver's license and clean driving record (required)
- Must be available to work evenings and weekends, as required

### **Driver Certification Requirements:**

- Possession of current, valid driver's license
- Maintenance of a clean driving records, as defined by the institution's driver safety requirements
- Ability to pass any certifications as mandated by the college

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic*

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*information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4937253/coordinator-student-engagement-and-recreation>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Lee College

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