

Coordinator, Student Engagement and Recreation  
(REPOST)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=259373>

Downloaded On: Jul. 12, 2025 7:24am

Posted Jul. 7, 2025, set to expire Jul. 17, 2025

<b>Job Title</b>	Coordinator, Student Engagement and Recreation (REPOST)
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Jul. 7, 2025
<b>Application Deadline</b>	07/17/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services
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**Job Description**

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**Coordinator, Student Engagement and Recreation (REPOST)**

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

**Job Type:** Full-Time

**Job Number:** FY2300556

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

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

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### **Position Overview**

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.

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- Collaborate with campus departments to plan and execute large-scale events.
- Recreation:
  - 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

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**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 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-repost>

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**Contact Information**

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

**Contact**

N/A

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