

Assistant Project Coordinator - Student Affairs
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=233595>

Downloaded On: May. 9, 2024 4:39am

Posted Mar. 28, 2024, set to expire Dec. 7, 2024

Job Title	Assistant Project Coordinator - Student Affairs
Department	Vice President for Student Affairs
Institution	Erie Community College Buffalo, New York
Date Posted	Mar. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Assistant-Project-Coordinator---Student-Affairs_J0002057

Apply By Email

Job Description

Department:

Vice President for Student Affairs

Salary/Hourly

\$41,277.13 Annual

Union/Position Status:

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Posting Closing Date:

April 17, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This work involves assisting in the coordination, planning, and development of one or more areas of student services and special programs including but not limited to academic and student support services, mentoring programs, student activities, Middle College, and other student success and retention initiatives like Men of Merit and the Say Yes Summer Success Academy. The incumbent, under the direction of a higher ranking administrator, will collaborate effectively with Academic Departments, Student Affairs, Enrollment Management, and other administrative offices. Supervision may be exercised over a small staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assist with coordinating co-curricular programs supporting student engagement, while utilizing student development theory to empower student leaders to take the initiative in the operation and implementation of organizational activities;
- Work collaboratively with the Dean of Students in the development, interpretation, and implementation of Student Government Association (SGA) policies, procedures, and operational needs;
- Assist SGA members with the election and selection process of recruiting new members. Provide guidance and support with training new club leaders. Serves as advisor to both campus organizations, working with Dean of Students in supportive role;

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- Assist with the creation and updating of campus club policies in the club handbook;
- Facilitate the club chartering process, working with interested students to successfully charter new clubs;
- Oversee SGA and student engagement social media postings and presence, ensuring fresh content;
- Provide assistance and guidance to elected student government and club leaders, including scheduling and administration of meetings, budget development and management, and publicity;
- Complete vendor contracts and bids to be signed and executed by the Dean of Students;
- Support the efforts of the college and Dean of Students, assisting club advisors in their roles, providing guidance, and working with prospective club leaders; work collaboratively with the Dean of Students to ensure alignment of mission and goals and provide training to SGA, clubs and advisors;
- Communicate issues of concern to student government leaders and the Dean of Students or his/her designee;
- Develop, implement, and track applied learning opportunities in conjunction with Academic Affairs and the Dean of Students;
- Attend regional and national activities and student government-related conferences as requested by Dean;
- Assists in the collection, analysis and evaluation of data and surveys for student services and special programs, and uses assessment to inform practice;
- Coordinates certain admissions and registration activities to ensure specific student cohorts are properly admitted, coded, and enrolled in the appropriate courses;
- Works to implement support services such as tutoring, mentoring, and workshops designed to improve the retention and graduation of special student populations;
- Assists with the development of a yearly calendar to include critical dates and activities to support effective and consistent operations, as well as to ensure that reporting and assessment are completed at the appropriate times;
- Helps to prepare marketing materials, and publicizes events and activities on and off campus;
- Assists with semester and annual reports on the offices activities and achievements to share with the college community and other constituencies;
- Performs related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Good knowledge of educational administration and experience with

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program design, implementation, and evaluation for continuous improvement; ability to develop and coordinate student service activities and programs and supervise others effectively; experience working with underrepresented populations preferably in a college setting and strong understanding of issues related to access and completion for underrepresented populations; strong communication skills as evidence in writing, public speaking and delivering presentations; good organizational ability; sound professional judgement; initiative; courtesy; tact; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited two (2) year college or university with an Associate's degree and four (4) years of educational administrative experience.

SPECIAL REQUIREMENTS:

Please attach unofficial transcripts with your application

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a

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witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

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

Contact

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