

Student Coordinator
Student Work study/Non-work Study
Job Responsibilities

General: Students Coordinators must have positive leadership and communication skills, a good work ethic, a willingness to learn, and a friendly disposition. Applicants with administrative support experience and exercise or sports background are preferred.

Employment Period: Fall, Spring, and Summer Semester as registered.

Pay Rate: \$ 7.25/hour

Specific:

- Assist professional staff with administrative duties.
- Assist in the development of activities and special events.
- Complete daily reports accurately and legibly.
- Assist with the coordination of regularly scheduled and special events.
- Attend all staff meetings and in-service training.
- Assist with any special projects as needed.

Requirements:

- Strong interpersonal communication skills.
- Knowledge of Recreation Sports employee manual.
- Ability to take charge of conflict resolution situations in a fair, timely and sensitive manner.
- Enforce rules and policies in a firm yet polite manner.

Relationship

Relationship: The Students Coordinator reports to the Director of Recreation Sports.