

MULTNOMAH UNIVERSITY
JOB DESCRIPTION
Spring 2023

POSITION: Student Life Coordinator (40hrs/week)

REPORTS TO: Vice President of Student Life

MISSION: To assist the Vice President of Student Life with administrative support and project management for the Student Life Department in an effective, positive, and Christ-honoring manner.

Preference Given to Applications Received By Feb 14, 2023

RESPONSIBILITIES:

Direct and manage department communications and operations (25%)

- Provide a friendly and welcoming atmosphere and excellent customer service to a diverse constituency via phone, email, and in person.
- Assess the concern and urgency of student needs and respond appropriately.
- Assist in the distribution, data collection, and data compilation of Student Life assessments.
- Maintain accurate information on relevant MU web pages.
- Compile email newsletter (*Student FYI*) and distribute via email to students, faculty, and staff on a weekly during the academic year and monthly in the summer.
- Maintain office publications including forms, brochures, and applications.
- Onboard new employees.
- Plan events and meetings.
- Manage the electronic recording, filing, and distribution of meeting action items.
- Maintain and develop intuitive, meaningful filing systems.

Provide administrative assistance to the Vice President of Student Life (25%)

- Assist the Vice President of Student Life with the tracking and management of the Student Life budget by keeping an internal record of all receipts, purchase orders, reimbursements, and maintaining accurate records of student employment compensation for each semester.
- Manage department calendars and scheduling for the Vice President of Student Life.
- Other administrative assistance as needed.

Special projects and programming (25%)

- Serve as the University's student voter registration compliance officer.
- Sit on committees as assigned.
- Oversee *Student Handbook* editing process each year.
- Coordinate implementation of the Student Health Insurance Program.
 - Act as resource for students with questions about insurance.
 - Maintain waiver site and forms with updated information and processes.
 - Consult with Vice President of Student Life as needed to process waiver requests.
- Other special projects/events as assigned by the Vice President of Student Life.

Serve as a member of the Student Life Department (25%)

- Maintain confidentiality in all relevant aspects of the job.
- Participate in training and staff orientation activities.
- Assist other directors and deans as able.

- Perform other duties as assigned.

Maintain a Christ-like testimony in all aspects of the job.

- Communicate openly and clearly in a Christ honoring and congenial manner, both within the Department and to all constituents.
- Represent Multnomah well in appearance and actions.
- Show discernment in the use of time.
- Communicate regularly and openly with the Vice President of Student Life.
- Encourage an atmosphere of unity and collaboration among University departments.

MINIMUM QUALIFICATIONS:

- Knowledge of and commitment to the ministry and mission of Multnomah University
- Bachelor's Degree (earned or actively earning)
- Excellent written and verbal communication skills
- Demonstrated excellence in providing superior customer service
- Proven ability to collaborate with others to achieve goals
- Demonstrated ability to take initiative and anticipate needs with little supervision
- Demonstrated attention to details, organizational skills, and ability to multitask
- Confidence in the use of technology and learning new skills/systems
- Ability to navigate ambiguity
- Possession of sound judgment and excellent prioritization skills
- Ability to manage many details and interruptions while maintaining composure
- Competency with computer keyboard and software applications (e.g., Windows XP, Microsoft Word, including mail merge, Microsoft Excel, and Microsoft Outlook).

PREFERRED QUALIFICATIONS:

- Prior office management experience and understanding of office procedures
- Prior experience in the field of Student Affairs
- Competency with Microsoft Publisher, Microsoft PowerPoint, Canva, and Wordpress
- Supervision of student employee experience
- Bilingual

General Employment Requirements

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, the job descriptions for all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe that the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be Christian role models in attitude, speech, and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.