

Title: Program Coordinator, Student Activities
 Status: Full-time, 35 hours/week (may involve evening and weekend hours as required)
 Grade: 9
 Union: PSA@RIC (Professional Staff Association at Rhode Island College)
 Reports To: Assistant Director, Student Activities

PRIMARY PURPOSE:

Assist the Director, Student Activities in the overall administration, supervision, and management of Student Activities programs. Oversee the fraternity and sorority life system and support services for student organizations. Support systems and activities that enhance student leadership and community service. Serve as a member of the professional staff of the Student Union and support of departmental efforts.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Plan and organize Greek programming and educational opportunities including, but not limited to retreats, council/chapter transitions, officer trainings, risk prevention/harm reduction, hazing, alcohol and other drugs, new member experience, social justice, sexual assault prevention, and accountability.
- Support community, council, and chapter specific events including, but not limited to recruitment/intake, Greek Week, All Greek Awards, and meetings with students, advisors, and alumni.
- Generate community grade reports.
- Maintain scheduled, regular office hours.
- Maintain records of membership and compliance.
- Develop standards, guidelines, policies, procedures, and practices that inform risk management and mandated compliance requirements.
- Advise Panhellenic Council and Interfraternity Council and provide support for their leadership development, programming, and self-governance.
- Assist individual fraternities/sororities chapters with recruitment, risk management, member education, and academic support.
- Lead monthly president roundtables
- Lead efforts around increasing a Greek presence on campus and expanding number of chapters represented, being sure to represent diverse student body.
- Coordinate Campus Blood drives

- Support all programming and planning for homecoming activities
- Support all programming and planning for Welcome Weeks
- Support all programming and planning for Move In Weekend
- Support all programming and planning for Spring Weekend
- Support all programming and planning for Positively RIC
- Collaborate with senior class on Senior Week
- Serve as advisor to RIC Programming Board
- Create and maintain new and existing traditions on campus for students to engage in fun ways and feel school pride: tik tok campaigns, hashtag games, random giveaways on the quad, etc. (consider Wednesday tradition and Thursday tradition)
- Plan and deliver 2 small scale programs a week, and 3 large scale events a semester.
- Develop and promote Bingo, Trivia, Karaoke, and Open Mic Series each semester in the Beestro/Cafe
- Plan and promote RIC Fieldtrip Series (2 trips a semester at a low cost to students)
- Responsible for all promotion and marketing of programs and events
- Manage social media handles for student activities
- Develop and deliver weekend series for residential students (create programming and engagement every other weekend during the academic year).
- Host passive programming/tabling in Student Union lobby and Donovan Dining Hall (tye dye, cookie decorating, Zen gardens, coloring books, etc.)

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Director of the Student Union
- Assist with the delivery of special events and assignments.
- Prepare proposals and reports.

REQUIRED QUALIFICATION STANDARDS:

Education: Bachelor's degree

Experience: One to three years of successful experience in a college or university setting such as might be gained in student activities, residence halls, or as a Student Affairs generalist.

Skills, Knowledge, and Abilities:

- Demonstrated ability to understand and interpret the dynamics of Student Development theory in relation to current student needs, as well as institutional policies and goals in a manner which gains the respect and cooperation of students, faculty, staff, and extended community.
- Demonstrated ability to motivate, train, and supervise professional and student staff.
- Ability to work evenings on a rotating on-call basis with other professional staff
- Excellent organization and planning skills to implement multiple, concurrent projects.

Preferred:

- Bilingual

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.