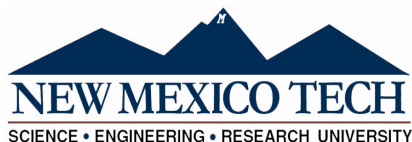


**Posted:** June 4, 2024



## POSITION ANNOUNCEMENT

**TITLE:** STUDENT ACTIVITIES COORDINATOR

**DEPT:** STUDENT LEADERSHIP & ENGAGEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$43,000-\$47,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** June 12, 2024\*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Under the direction of the Assistant Dean of Student Leadership & Engagement, the Student Activities Coordinator serves as the primary advisor for the Student Government Association Activities Board. The Student Activities Coordinator will assist in all aspects of student activities both in Student Life and SGA. The day-to-day primary responsibilities will be to provide development, support, and execution of annual and new programs. The Student Activities Coordinator will support students' intellectual, personal, and social development and advocate for SGA student leaders and student clubs/organizations across the campus community.

The Student Activities Coordinator will support the Assistant Dean of Students as they develop program learning outcomes and an assessment plan and provide direct oversight as assigned by the Assistant Dean. The Student Activities Coordinator works to implement high-impact practices to meet the needs of our diverse student population, faculty, and staff.

### JOB FUNCTIONS:

#### **Student Activities** **50%**

- Promotes and supports student activities, promotes the creation and development of new student activities, supports and direction for annual activities sponsored by Student Life and SGA.
- Promotes, organizes, and coordinates campus special events such as SGA 49ers, SGA Spring Fling, Student Club Fairs, Late Night Breakfast, and Student Life Weeks of Welcome events.
- Maintains accurate records and inventory of all equipment associated with SGA Student Activities (including event proposals, budget, contacts, media/publicity, and assessment).
- Assists with the coordination of community engagement programs.
- Assists with and coordinates New Student Orientation student events in the evenings.
- Assists in the coordination of annual multicultural events.

#### **Administration** **45%**

- Completes all student club PCard purchases, reconciles, and turns in PCard completed monthly reports.
- Monitors student club accounting procedures and advises regarding proper procedures; may reconcile and verify the accuracy of indexes/accounts.
- Assists with the coordination and oversight of all aspects techConnect, social media, and websites.
- Supervises the SGA student activities director and board.

- Coordinates travel arrangements for student-related travel in accordance with New Mexico Tech policies and procedures.
  - Attends Student Government Association meetings.
  - Assist with the Miners Market Food Pantry.
- Other duties as assigned by the Assistant Dean of Student Leadership & Engagement. 5%

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Student Leadership in Higher Education, Communication, Hospitality and event resources, and student affairs with two to three years of experience. Microsoft Office, Google Docs, Canvas, and Gmail. Exceptional Presentation Skills and Customer Service Skills. Ability to use and manage social media accounts. Ability to interact professionally in any circumstance. Strong written skills. Experience in program development, including assessment planning, implementation, and continuous improvement. NMT Defensive Driving within two months of hire.

**DESIRED QUALIFICATIONS:**

Master's degree in student affairs or related field. Banner 9, Argos, SEVP Database, Adobe Creative Suite. Experience developing and facilitating workshops.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 30%	Sitting 40%	Walking 30%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)