

Coordinator of Student Engagement

Position Summary: The Coordinator of Student Engagement will work directly with new and continuing students in fostering student learning within areas and activities associated with the Office of Student Engagement and Student Life as a whole. The position focuses on building community through student engagement and development opportunities by actively assisting with Student Life initiatives. The Coordinator of Student Engagement will be an active and involved member of the Student Life team.

Essential Functions:

- Train, develop, and supervise student leaders as members of Welcome Week Crew and Orientation Leaders
- Assist with planning and execution of all Welcome Week and Orientation activities
- Coordinate event needs with the Director of Event Services
- Assist with strategic planning and coordination of freshmen and transfer engagement initiatives
- Assist with planning and execution of engagement opportunities of commuter students
- Facilitate focus groups to identify needs of students
- Assist with social media content for the Office of Student Life and Welcome Week
- Assist with recruitment events such as Preview Day
- Assist the Student Life team with assessment initiatives as needed
- Serve on committees as assigned
- Perform other duties as assigned by supervisor

Qualifications:

- Bachelor's degree is required; Master's degree is preferred
- Experience in various extracurricular activities as an undergraduate student
- Excellent communication skills, organizational skills, and detail oriented
- An appropriate level of assertiveness, leadership and team-building skills
- An extremely approachable self-starter who has demonstrated initiative in other pursuits
- A commitment to the Christian-based mission of Mississippi College

Reports to: Director of Student Engagement

Exempt: Part Time; exempt