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## POSITION: COORDINATOR OF STUDENT ENGAGEMENT

### QUALIFICATIONS:

- ◆ Bachelor's Degree in counseling, student affairs, higher education, or related field **required**.
- ◆ Experience in programming, developing, planning, and implementing student activities and events **required**.
- ◆ Two (2) years of supervisory experience *preferred*.
- ◆ Two (2) years of budgetary experience, preferably in a community college or university setting *preferred*.
- ◆ Demonstrated understanding of, and a commitment to the community college mission and purpose.
- ◆ Demonstrated organizational skills with attention to detail.
- ◆ Ability to work a flexible work schedule including evenings and weekends as needed.
- ◆ Ability to work effectively with a diverse student population.
- ◆ Excellent oral and written interpersonal skills.
- ◆ Ability to work independently and as a team leader.
- ◆ Demonstrated evidence of innovative student programming.
- ◆ Ability to drive between campuses as needed in an effort to sponsor student programming and activities at each of the five GSCC sites.
- ◆ Ability to evaluate the effectiveness of student programs and services.

### DUTIES:

- ◆ Ensure a student approach to campus activities and programming that effectively meets the social, cultural, recreational, and educational needs of the campus and the community.
- ◆ Provide, organize, and evaluate a balanced student activity and involvement program that complements and supplements the mission of the college and focuses on student learning, maximizing opportunities for student engagement.
- ◆ Develop departmental goals and objectives, operations, and processes.
- ◆ Prepare and maintain department budgets for Student Government Association and club activities in compliance with state and federal guidelines.
- ◆ Promote the creation and development of new campus clubs, programs, and organizations in an effort to meet the changing needs of the student population.
- ◆ Provide an annual orientation for all student organizations.
- ◆ Apply student development and learning outcome theories to all student programs, events, and activities.
- ◆ Coordinate and implement special events such as: G-Day, Get on Board Day, homecoming, social awareness events, leadership seminars, etc.
- ◆ Expand and maintain the Student Activities webpage.
- ◆ Serve as advisor for the Student Government Association and other student organizations as required.
- ◆ Prepare and chaperone students who have been identified to attend Leadership Institutes and other student professional and personal developmental programs as needed.
- ◆ Develop ongoing programming sessions and activities for residents of Fowler Hall.
- ◆ Coordinate, prepare, and disseminate publications related to student clubs and student activities.
- ◆ Demonstrate a commitment to shaping environments in which students are trained and mentored as campus and community leaders.
- ◆ Serve as the College Ambassador Advisor.

- ◆ In collaboration with other campus departments, assist in the planning of events designed to promote the campus and the college throughout the community.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**PROJECTED STARTING DATE:**

September 1, 2021

**SALARY:**

Salary Schedule C-3 – \$35,000 - \$45,000

**APPLICATION DEADLINE:**

August 12, 2021 – 4:00 P.M.

**APPLICATION PROCEDURE:**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.** Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

*Application materials must provide documentation that the applicant meets all minimum qualifications.*

Send to:

**DIRECTOR OF HUMAN RESOURCES  
GADSDEN STATE COMMUNITY COLLEGE  
P. O. Box 227  
GADSDEN, AL 35902-0227  
(256) 549-8236  
[jobs@gadsdenstate.edu](mailto:jobs@gadsdenstate.edu)**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.  
Application materials are considered privileged and confidential and will be used for employment purposes only.

**Gadsden State Community College is an equal opportunity employer.**

**It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.**

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.  
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

**The College reserves the right to withdraw this job announcement at any time prior to the awarding.  
Any offer of employment is contingent upon a satisfactory criminal background investigation.**

**This employer participates in E-Verify.**