

**Job Title:****Job Description:****Reports to:****Classification:****Essential Duties:****Student Affairs Coordinator**

The Student Affairs coordinator assists the Assistant Dean of Student Affairs (ADSA) to coordinate, organize, and create Student Affairs programs, services, and initiatives. They support the ADSA to oversee and coordinate career services programming, support students with orientation, student organizations in addition to wellness programming and leadership development.

Assistant Dean for Student Affairs

Non-Exempt, Staff

- Manage software for coordinating Student Organizations and Co-Curricular Events.
- Provides frontline support to Registered Student Organizations with Brightspace LMS, conference attendance, bank accounts, printing services, and additional support as needed.
- Coordinate student counseling services and student wellness programs.
- Scheduling, planning, and implementation of Student Affairs events and programs such as Orientation, White Coat Ceremony, Professional Development Day, Career Fair, and Community Engagement Day
- Manages Student Activities Calendar; including room reservations and promotes relational coordination amongst classrooms and CHSU programs.
- Planning, scheduling and coordinating meetings, taking meeting notes, and other clerical duties.
- Monitors Student Affairs inbox to appropriately route emails and/or answer questions.
- Provides database input (Access, Excel, and SIS), ongoing use of data systems, involving regular data input and generating reports.
- Maintain relationships with vendors and assist with catering orders.
- Serve as an administrative liaison with students, faculty, staff, parents, vendors and/or other key department constituency: explain policies/procedures; answer various questions; coordinate services; handle special requests or problems. Student Support Services and Student Life responsibilities

**Qualifications/  
Education:****Education:**

- Associates degree required.
- Bachelor's Degree preferred.
- Master's Degree in Student Affairs or Higher Education field highly preferred.

**Skills & Experience:**

- Two or more years of related work experience and/or relevant training.
- Strong organizational skills and detail orientation.
- Ability to keep track of multiple projects and ensure timely follow-up.
- Ability to work effectively with colleagues and students by practicing punctuality, respect for deadlines, and collaborative problem solving.
- Is self-motivated, and able to work independently with minimal supervision.
- Ability to meet all required standards of confidentiality and safety.
- Ability to exercise good judgment and act professionally, sensitively, and with a high level of discretion.
- Has a positive regard for others in written, verbal and non-verbal communication and student service skills, including the ability to maintain good relations with the University community.
- Proficiency in Microsoft Office Suite required.
- Demonstrated ability to learn new technological skills.
- Maintain proficiency as needed and approved by attending trainings.

**Compensation:**

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **Student Affairs Coordinator** in the subject field of the email.

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