
Job Title	Assistant Director, Office of Student Life
PVN ID	KB-2301-005380
Category	Managerial and Professional
Location	KINGSBOROUGH C. C.
Department	Student Affairs
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Mar 30, 2023 (Or Until Filled)

General Description

This position will be primarily responsible for event programming in the Office of Student Life. The coordinator will offer both social as well as educational programs to the campus community. In addition, this position will be responsible for assisting the clubs and organizations recognized by the Office of Student Life, as well as the KCC Student Ambassadors. The Assistant Director will also assist with KCC Association budget related work. Responsibilities will include, but are not limited to:

- Plan and execute all programming for Student Life.
- Assist all student organizations with planning events, including working with Events Management to secure event spaces, handling purchasing procedures, and processing payments.
- Review and process all paperwork for student organizations including, vouchers, contracts, student fundraisers travel requests, etc.
- Assist with planning and implementation of student organization officer training and club fair each semester.
- Produce and update the Student Activity Club Sheet and Student Organization Training Manual.
- Recruit, train and supervise KCC Student Ambassadors.
- Work collaboratively with the campus Events Management Office, AV, Public Safety and Buildings and Grounds staff to ensure that all the necessary areas are aware of all event needs.
- Handle all aspects of student staffing including, recruitment, hiring, training, scheduling, etc.
- Maintains various budgets for Student Life.
- Organize annual Student Life Awards and assist with annual Student Activities Awards.
- General office work including word processing, graphics, phone work, and maintaining office/event calendars.
- Other duties as assigned.

Other Duties

The candidate for this position must be able to render quality services in a respectful, courteous and professional manner. This person needs to function successfully in a diverse environment and provide a consistently high level of assistance and support to the Office of Student Life and KCC student body.

Qualifications

- Minimum of four years work experience.
- Bachelor's Degree, Master's preferred.
- English language proficiency. Candidates must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks.
- Candidates must be proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook). Additionally they must be able to communicate with students through electronic communication.