

POSITION: Student Affairs Coordinator

POSITION SUMMARY:

Utilizing leadership and collaboration, the Student Affairs Coordinator assists and promotes CBD College's student and prospective student population, coordinates all school related social media publications. The Student Affairs Coordinator is under the direct supervision of the Director of Student Affairs.

DUTIES:

- Communication Channel(s) for Students
 - Including but not limited to: Comments, concerns, feedback, complaints to administration
 - Assist with the implementation of the main bi-annual student satisfaction survey
- Social Media: Maintain a steady stream of outgoing content through all of CBD's Social Media Channels
 - Work directly with the Director of Student Affairs to ensure that documentation of student life occurs as needed
 - Website: Keep events and blog up to date with bi-weekly postings
- Assist in the Implementation of Emergency Drills
 - Including but not limited to: Active shooter, earthquake, fire, bomb threat, etc.
- Coordinate and Run a Variety of School Activities
 - On Campus events to assist with student retention. Including but not limited to: quarterly student appreciation day, holiday events, cross program competitions, etc.
 - New Student Orientation, including but not limited to:
 - Packet preparation for student services
 - Ensure all orientation forms/folders prepared per program
 - Assist the Director of Student Affairs as the support point of contact for organizing all program orientations
 - CBD Edge student Login and Introduction (manage accounts/remove starts)
 - Orientation room set up and re-organization
 - On Campus events to build relationships with community, including but not limited to: Red Cross blood drive, fundraisers for large charities, guest speakers, etc.
 - Off campus events to assist with student retention and community building, including but not limited to: volunteer opportunities at hospitals, charities, marathons, fairs, fundraisers, conferences, local events etc.
- Assist in the Development and ordering of all necessary decorations, supplies, food, entertainment, promotional items for above events
- Bi-yearly graduation ceremonies
 - Assist the Director of Student Affairs in securing space, organizing event details
 - Work with vendors to coordinate cap/gown ordering, pick up
 - Contact all graduating students to notify regarding: cap/gown pick up, graduation ceremony details
 - Develop a graduation slide show with current student pictures and videos, all audio/visual needs
 - Coordinate student photographer
 - Coordinate and ensure faculty and staff involvement and participation in the above events
 - Assist and take part in all Graduation events from planning, student Grad Fair dates, and Graduation Ceremony
- Bookstore / Student Store
 - Assist in the research and development of Student Store items

- Inventory control system to ensure adequate supply of items for student store
- Participate in all sales transactions for the student store when needed
- Manage and update the student store displays in the Student Center and Lobby
- Provide resources for students
 - Assist in the maintaining a Student Resource Packet, including but not limited to helplines, legal advice, temp housing, etc.
 - Assist with transportation needs
 - Setting up carpools and Emergency funds for transportation assistance
 - Coach and speak with any student in need for any of the above services (meetings with students must be logged with Director of Student Affairs)
 - Follow up with student after meeting to ensure services were satisfactory
- Monthly Newsletter
 - Develop a school wide monthly newsletter
 - Print a large version to be posted in the student lounge
 - Post weekly articles on the website blog page
 - Post weekly articles from monthly newsletter on social media to drive traffic

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong communication skills
- Detail oriented
- Knowledge of Microsoft Office
- Commitment to operate within a culture defined by a mission, vision, and values
- Uphold basic principles, demonstrate leadership, have abilities to develop people, strive to improve productivity, strive to achieve customer satisfaction

MINIMUM ENTRY REQUIREMENTS:

- High school diploma and two years of experience in student services; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

BENEFITS AND COMPENSATION:

- CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer and we seek candidates who desire to work in and serve an ethnically-diverse population.