

Job Title: Student Engagement Coordinator

Location: NDMU Main Campus

Compensation: State Minimum Wage / Hour. January 2025 / \$15 per hour

Reports to: Dr. Jeannine Heynes, Director for Student Engagement and Community Programs

Positions Available: 2

Job Summary:

We are seeking highly motivated and energetic individuals to join our Student Engagement team as Student Engagement Coordinators. As a Student Engagement Coordinator, you will play a key role in supporting student engagement and campus life by assisting with the planning and execution of events and programs. You will work closely with the Director of Student Engagement, the Graduate Assistant, and other campus partners to create a vibrant and inclusive campus community.

Responsibilities:

- Assist with the planning and execution of campus-wide events and traditions, such as Welcome Week, Gator Fest, Holiday Celebrations, and other special events.
- Collaborate with student organizations and other campus partners to create and implement student-led programs and events.
- Provide support and resources to student organizations in collaboration with event planning and program development.
- Serve as a liaison between the Office of Student Engagement and other campus departments.
- Keep the Student Engagement Lounge tidy and well-resourced, help students get the materials they need for events, and organize supplies used by students.
- Perform other duties as assigned by the Director of Student Engagement and the Graduate Assistant.

Requirements:

- Must be enrolled during the 2025-2026 academic year.
- Strong leadership skills, with the ability to work well in a team environment.
- Excellent interpersonal and communication skills, with the ability to build relationships with a diverse group of students, staff, and faculty.
- Ability to work a flexible schedule, including evenings and weekends.
- Familiarity with Microsoft Office, Google Suite, and other relevant technology.

Disclaimer: This is a yearlong position with hiring taking place on an annual basis.

Compensation is reviewed each year, based on budget assessment, and is not guaranteed from one year to the next. The contents in this description may change. Please review your contract if offered one for final details.