



Student Involvement Coordinator, Sturgeon Bay
Part-Time

Job Order 601716
July 10, 2017

Department: Sturgeon Bay
Salary Grade: PB
Position #: 07100103

Reports To: Campus Office & Community Education
Supervisor

LOCATION: Sturgeon Bay Campus

STANDARD HOURS: From August through May the base hours will be Mondays 8am-2pm, Tuesdays 1pm-6pm, and Thursdays 8am-2pm. with flexibility for additional hours as needed to accommodate student activities. June and July hours will be Mondays 8am-Noon and Tuesdays 2pm-6pm. Flexibility is needed to accommodate Student body activities.

MINIMUM STARTING RATE OF PAY: \$12.42 per hour

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

This position is responsible for planning and facilitating the Student Involvement activities and programs.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Coordinate a professional Student Involvement program that provides social, cultural, educational, and recreational activities for the student body.
- Supervise the Student Involvement budget.
- Maintain a campus calendar of all Student Involvement events and dates, prepare publicity and market student events.
- Serve as advisor to the campus Student Senate, service as a resource for general meeting guidelines and provide agenda financial update and minutes.
- Provide student development programs and services that enhance students' leadership skills and encourages personal development and growth.
- Provide support and direction to Student Clubs and Student Club Advisors.

- Organize the May Sturgeon Bay Campus graduation- this is a large event that takes a great amount of time to organize.
- Regularly assess student satisfaction with campus events, activities and organizations.
- Develop opportunities for students to participate in community service projects, including fundraising events for nonprofit groups as approved by the Senate
- Process student and employee photo ID's.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: Associate Degree

Experience: Two years related work experience

***An equivalent combination of work experience and education may be considered.*

Computer Skills

Microsoft Office Suite, electronic calendar system, Macintosh experience desirable

Other Requirements

Must hold a valid driver’s license and be insurable under the Districts standard insurance policy terms

- Driving is required for this position as necessary for student events.

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)

Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.