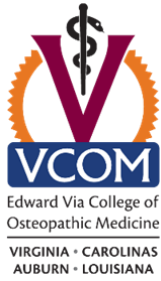


Position Descript



Job Title: Student Affairs Coordinator	
Department: Student Affairs	Date: April, 2024
FLSA: Non-Exempt	Work Location: Carolinas Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am-5:00pm, with some weekend events
Reports to: Director for Student Affairs	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:** The Student Affairs Coordinator is responsible for participation in the administration of student affairs programs on the VCOM – Carolinas Campus including, but not limited to the following: assisting the Director of Student Affairs and the Associate Dean of Student Affairs with events such as orientation, white coat ceremony, accepted students day, match day celebration, graduation, etc.; assisting the Director of Student Affairs and the Associate Dean of Student Affairs with student organizations/committees by tracking the distribution/deposit of student organization funds, handling day-to-day financial transactions, and answering student questions about procedures; assisting students in meeting the professional expectations of being a medical student; assisting with other programs and services as needed. This position also assists with the administrative duties of the Office of Student Affairs.

II. **Job Duties:**

1. Participation in planning and implementation of student affairs programs: orientation, white coat ceremony, graduation, etc. This includes interaction with VCOM faculty and administration, community leaders, and outside vendors.
2. Informing student organizations of policies and procedures for outreach, fundraisers, event planning, etc.
3. Organize and track student organization funds using Quicken.
4. Assist with the administration of the Via Wellness program.
5. Maintain and distribute information pertinent to student success, including housing options, health and counseling services, and other community resources.
6. Prepare professional communications including emails, letters, flyers and surveys.
7. Carry out administrative duties for the Associate Dean of Student Affairs.
8. Perform other duties as assigned.

III. **Required Qualifications:**

Education:

- Bachelor’s degree or equivalent experience.

Licensure or certification:

- Valid driver’s license.

Experience:

- Experience in professional or educational environment

- Computer proficiency in spreadsheet and word processing; Experience with Quicken or other accounting programs a plus

Other skills important to this position:

- Excellent interpersonal and communications skills
- Strong organization skills and attention to detail
- Commitment to confidentiality
- Ability to learn new computer programs as needed
- Flexible and willing to perform multiple tasks as they arise within the department
- Strong team player
- Basic computer proficiency
- Self-starter

Successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is an essential function of the job.

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position

description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.