



Position Description

Job Title: Coordinator for Student Affairs	
Department: Student Affairs	Date: August 2026
FLSA: Non-Exempt	Work Location: Virginia Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8a – 5p, with some weekend events
Reports to: Associate Dean for Student Affairs	Percent Employment: 100 %
Direct Reports: N/A	

- I. **Job Summary:** This position is responsible for participating in the administration of student affairs programs on the Virginia Campus (VC) including but not limited to: assisting the Associate Dean and Director with events such as Orientation, White Coat Ceremony, Graduation, etc.; supporting student organizations/committees by tracking the distribution/depositing of student organization funds including handling day-to-day financial transactions, assisting with organization event planning, answering student questions about procedures; advising students in meeting professional expectations of being a medical student; promoting holistic wellness and all resources offered by VCOM; administering other student programs as needed. This position will also support VCOM by participating in recruitment events. This position works with the Associate Dean on administrative duties.

II. **Job Duties:**

1. Participate in planning and coordination of student affairs programs: orientation, white coat ceremony, accepted students day, match day celebration and graduation, etc. This includes interfacing with Virginia Tech administration, VCOM faculty and administration, and outside community vendors.
2. Inform student organizations and committees of policies for outreach, fundraisers, etc.
3. Organize and track student organization funds using Quicken.
4. Participate in the Via Wellness and Campus Enrichment Committees as Recorder.
5. Coordinate frequent meetings with the Council of Presidents, student organization treasurers, Via Wellness Committee, and other important VCOM committees.
6. Carry out administrative duties for the Associate Dean and Director for Student Affairs including letters of recommendations, file keeping, credit card logs, etc.
7. Participate in select off-campus recruitment and on campus events which target applicants who fit the mission of VCOM.
8. Assist the Department of Admissions with accepted student engagement and retention efforts.
9. Generate the processing of student visits for health services and other appropriate documents with the Business office.
10. Frequently provide students with reminders of resources available for health services and mental health counseling.
11. Maintain the Student Calendar of Events.
12. Provide administrative support for the Associate Dean of Student Affairs and Director of Student Affairs as needed.
13. Perform other duties as assigned.

III. **Required Qualifications:**

Education: bachelor's degree or above (experience in lieu of a degree may be considered)

Licensure or certification: n/a

Experience: Experience in student services or related professional environment

Other skills important to this position:

Strong organization skills

Ability to be flexible and the willingness to work with others

Ability to balance multiple projects at a time

Excellent interpersonal and communications skills

Strong team player

Commitment to company values and division goals

Must have a valid driver's license and access to an automobile

Must be eligible to be certified as a notary public

Computer proficiency in Word, Office Products, databases and social networking and related products.

Preference may be given to candidates with an advanced degree in communication, higher education, business or a related field or experience in higher education or a related field.

The 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.

Physical demands: While performing the duties of this job, the employee is frequently required to sit; occasionally required to stand for periods of time; use hands and vision for office equipment such as computers; communicate verbally and to listen to others; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required about 5-10% of time. The noise level in the work environment is usually minimal to moderate.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment 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.

- I. **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 others 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 based on age, sex, sexual orientation, ethnicity, religion, disability, or protected veteran status.

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 agree to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President: _____ Date: _____

V.