Position Description

Job Title: Student Services Coordinator
Department: Student Services
Hire Date: March 1, 2020
FLSA: Non-Exempt
Work Location: Louisiana Campus
Employee Category: Classified Staff
Work Schedule: M-F, 40 hrs./wk.
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 service programs and diversity initiatives on the Louisiana Campus including but not limited to: assisting the Associate Dean for Student Affairs with events such as orientation, white coat ceremony, graduation, etc.; assisting the Associate Dean for Student Affairs with student organizations/committees by tracking the distribution/depositing of student organization funds including handling day-to-day financial transactions, answering student questions about procedures, serving on the funding committee; advising students in meeting professional expectations of being a medical student; administering other student programs as needed. This position also works with the Associate Dean for Student Affairs and Development on administrative duties.

II. **Job Duties:**
1. Participate in planning, and helping organize student services programs: orientation, white coat ceremony, and graduation, etc. This includes interfacing with ULM administration, VCOM faculty and administration, and outsides 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 Committee as coordinator of specific social events/calendar.
5. Carry out administrative duties for the Associate Dean for Student Affairs.
6. Assist in planning, organizing and implementing student organization events and activities.
7. Participate in recruitment events, tours and admissions activities as needed by the Admissions Office.
8. Work with follow-up on student background checks.
9. Perform other duties as assigned.

III. **Required Qualifications:**
Education: Bachelor’s degree or higher (experience in lieu of a degree may be considered)
Licensure or certification: Valid driver’s license
Experience: Experience in a student services or a related professional environment

Skills required for 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 Microsoft Office and databases and knowledge of social networking sites.

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 30 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.

V. VCOM Core Values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows 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 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 of the institution may change the duties of my department or the need for the position.

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.

Employee Signature: ___________________________   Date: ______________

Approvals:

Immediate Supervisor: ___________________________   Date: ______________

Division Officer: ___________________________   Date: ______________

Campus Dean: ___________________________   Date: ______________

President/Provost: ___________________________   Date: ______________