

## Campus Life (GAP)

Application Due Date: July 1, 2021

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The Campus Life Program Coordinator will play a critical role in helping to achieve the primary mission of the office, which is to provide activities, programs, and facilities to help cultivate a positive outside of classroom environment that promotes student involvement, learning, and personal development.

### Responsibilities:

- Assisting in planning and implementing both small and large-scale student activities such as Welcome Weekend, Winterfest, and late night programs
- Assisting in planning and implementing a variety of student leadership programs
- Assisting in the management and promotion of the Get Involved web site through various marketing initiatives and presentations to stakeholders with a focus on student clubs/organizations
- Assisting in the creation of the overall student activities calendar

### Required Qualifications:

- Desire to promote student involvement in the outside of classroom experience
- Undergraduate experience in a student leadership capacity (clubs/organizations, RA, OL, etc.)
- Excellent verbal and written communication skills
- Basic knowledge of social media platforms
- Proficiency with Microsoft word, excel, PowerPoint and other basic general office software products
- Ability to work non-traditional hours including nights and weekends as needed
- Be in good academic and judicial standing at SUNY Potsdam

### Preferred Qualifications:

- Experience in event planning and/or event management
- Familiarity with Adobe Creative Suites programs and/or graphic design/marketing experience
- Advanced knowledge and/or experience with social media marketing
- Familiarity with student engagement software