

POSITION TITLE: Activities & Spirit Coordinator

LOCATION: Main Campus

POSITION TYPE: Full-time, 12 month, Exempt

IMMEDIATE SUPERVISOR: Director, Center for Student Engagement & Leadership Development

DESCRIPTION: The Activities & Spirit Coordinator for the Center for Student Engagement & Leadership Development is responsible for the creation of activities and spirit on campus through the advisement of the Student Activities Council and Laker Spirit Club. This position works in a team environment.

PRIMARY DUTIES include but are not limited to:

- Work directly with the Student Activities Council (SAC), serving as an advisor and resource to provide assistance in the planning and implementation of spirit, educational, social and cultural programs.
- Meet weekly with the SAC programming board.
- Assist in implementing year round training programs for the SAC.
- Execute performance contracts for all SAC events.
- Supervise campus activities to oversee facility usage, policy adherence and problem resolution.
- Assist in developing, coordinating and evaluating co-curricular programs with Student Services departments, included but not limited to Academic Support, Multicultural Center, Campus Ministry, Residence Life, etc.
- Work directly with Athletics to increase school spirit and morale at Mercyhurst.
- Assist in the coordination and implementation of Summer Orientation & Welcome Week.
- Assist in the recruitment, training and execution of the Laker Leader initiative.
- Coordinate all commuter student correspondence and commuter initiatives.
- Work directly with the Mercyhurst Commuter Council serving as an advisor and resource to provide assistance in the planning and implementation of targeted programs to increase commuter involvement in campus activities.
- Design/administer surveys to analyze student needs and interests.
- Coordinate the organization of all activities for Christmas on Campus.
- Serve on other campus committees as deemed appropriate.
- All other duties as assigned by the Director of the Center for Student Engagement & Leadership Development.

QUALIFICATIONS: Master's degree in Student Personnel Administration or related field and experience in student activities, leadership development, student union facility management and/or student development. Able to work in a fast-paced, team environment, must be available nights and weekends. Confidentiality a must, strong communication, written and verbal skills, demonstrated leadership capabilities, supervisory experience, able to work in diverse population, be energetic, creative and personable, valid driver's license with clean driving record.

ABOUT MERCYHURST: Mercyhurst is a private, Catholic institution founded by the Sisters of Mercy. The institution's main campus is situated on 70-acres in Erie, PA overlooking the great lake. Enrollment at the Erie campus is approximately 3,100 and offers over 50 undergraduate programs and 5 graduate degrees.

APPLICATION PROCESS: Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst College
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst College is an Equal Opportunity Employer that encourages members of diverse groups to apply.