



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Coordinator for Student Life

LOCATION: Erie Campus
DEPARTMENT: Student Life
FULL/PART TIME: Full Time
CLOSES: Open until filled

DESCRIPTION: Mercyhurst University seeks qualified applicants to fill the position of Student Life Coordinator. This full-time, twelve-month position provides complex administrative support to the Vice President for Student Life. Performs duties requiring a high degree of decision-making and independence of action, that include monitoring department budgets, assisting with financial transactions, conducting research, preparing reports, handling information requests, performing clerical functions, supporting student needs, and special events planning in addition to supporting other aspects of the Student Life Division.

PRIMARY DUTIES include but are not limited to:

- Maintains Vice President's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions
- Ensures the accurate preparation of daily/weekly/monthly/annual reports, announcements, etc., and prepares complex and/or special reports as directed
- Assists Vice President in performing administrative support duties to develop, analyze, and provide recommendations for budget modification, revisions, etc.
- Coordinates internal and external departmental communications
- Analyzes and reviews the performance of administrative functions for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance
- Assists the Vice President with special projects as well as on-going projects:
 - Identifies, tracks, monitors, and communicates project-related issues, scope changes, variances and contingencies that may arise during each project
 - Develops, analyzes, and revamps workflow process for each project
 - Disseminates information
- Assists with the preparation for the Student Life Committee and the Ad Hoc Athletic Committee which are each represented on the of the Board of Trustees
- Supports Student Life strategic planning efforts
- Reviews and revises the crisis management manual and emergency response guide

- Establishes, develops, maintains and updates filing system for the Vice President and the department
- Maintains confidentiality of information regarding students, supervisors, or other employees
- All other duties as assigned by the Vice President for Student Life

QUALIFICATIONS:

- Bachelor's degree required, and a minimum of two years related experience in administrative support functions, preferably with experience in performing assignments/projects that demonstrate a high degree of organization and independent judgment or an equivalent combination of education and experience.
- Proficient computer skills, including fluency with Microsoft Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Commitment to and knowledge of student affairs preferred.
- Demonstrated ability to work effectively with a wide range of constituencies in a diverse community.
- Effective supervision, interpersonal, communication, and presentation skills.
- Knowledge of student support programs and services, and organizing and coordinating skills.
- Ability to motivate, develop, direct and train assigned staff including coordinating and supervising.
- Ability to foster a cooperative work environment.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to manage multiple tasks and effectively prioritize among competing needs.
- Ability to utilize assessment to guide initiative development.

SPECIAL REQUIREMENTS:

This position requires some evening and weekend hours. Vacation restrictions apply during times of peak activity in the department.

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 University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.