



University of Great Falls

The University of Great Falls is a four-year, private, Catholic university located in Great Falls, Montana. We describe ourselves as a place of “uncommon courage” committed to preparing students for living and making a living. Applicants must possess a personal philosophy compatible with a Catholic University environment.

University of Great Falls Student Development Division Coordinator of Campus Activities

Wage Category	12-month, Full-Time – Hourly, Benefit-Eligible
Current Division	Student Development
Direct Supervisor	Director of Residential Life
Start Date	July 1, 2017

Position Responsibilities

- Plan, promote and implement campus programs and events, especially on evenings and weekends, that support and enhance the university, student development division and student life department mission statements with a particular focus on Catholic identity
- Assist with the planning, executing, and advising of a robust student activities program including New Student Welcome Week, Family & Friends Weekend, Homecoming, and Student Senate.
- Serving to meet the ongoing needs of a diverse student body
- Fulfill the specific goals *Student Life Strategic Plan* and support the direction and vision of the *Student Development Strategic Plan* and *Student Engagement Initiative*
- Work collaboratively with the Residence Hall Directors/Student Life Assistants to host educational and social activities in the residence halls and in other campus venues
- Serve as the primary contact and information source to the campus community and student body for campus-wide and community activities and events
- Manage and advise the Student Life Office, Student Government, student clubs and organizations, and other organizational accounts
- Advisor to Student Government – Associated Students of the University of Great Falls
- Advisor to CAB – Campus Activity Board
- Facilitate assessment activities that help improve the Student Center and campus-wide events and spirit/traditions.
- Assist with annual budgets within Student Life
- Maintain the Events Calendar both electronically and on the UGF Website
- Maintain the ARGO App
- Fulfill other responsibilities assigned by the university’s President, Vice President for Student Development and other campus officials

Position Requirements/Qualifications

- Bachelor’s degree preferred not required
- Experience with student activities, events, clubs and organizations
- Experience working in a college or university environment advising student organizations, developing and presenting leadership development programs, planning and executing events and programs
- Persistence to plan, promote and implement campus activities and events

- Appreciation for the mission of a Catholic liberal arts university
- Demonstrated ability to work with diverse and engaged student populations
- Ability to work evenings and weekends on-site and/or at home
- Other duties as assigned

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Please submit a resume, cover letter and three professional references to ugf.hr@ugf.edu or Human Resources 1301 20th Street South, Great Falls MT 59405