**Student Life Coordinator**

**Location:** Donnelly College, Kansas City, Kansas

**Full/Part Time:** Full-Time

**Exempt/Non-Exempt:** Exempt

**Position Reports to:** Director of Student Affairs

**About Donnelly College**

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success, and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

**Job Summary**

The Student Life Coordinator is the college’s bridge to its student body. This position is responsible for planning and implementing cultural, academic, and recreational programs for students. Working closely with staff and faculty members, the coordinator organizes co-curricular activities designed to develop the students’ educational, social, and personal growth. The candidate must be able to pass a background check and complete Virtus training.

**Responsibilities**Specific responsibilities for the Student Life Coordinator position include the following:

* Coordinate, plan, and execute programs designed to engage students on campus and increase retention.
* Serve on the Common Read Committee and assist with the organization of monthly Common Read events.
* Advise student governing body (Student Senate) and supervise student clubs/organizations.
* Develop and manage the Intramural athletic program for the College.
* Collect and analyze data on student participation in Student Support Services programs and related outcomes.
* Utilize social media to increase student awareness and participation in targeted programs and events.
* Perform other duties as assigned.

**Qualifications**

Qualifications for the Student Life Coordinator position include the following:

* Associate’s degree required; Bachelor’s degree preferred.
* Ability to work in a fast-paced environment, manage multiple tasks, and meet deadlines.
* Excellent written and verbal communication skills.
* Excellent customer service skills.
* Proficient with technology (Microsoft Office, Empower, Canvas).
* Experience working with diverse student populations.
* Bilingual (Spanish-English) preferred.
* Background similar to Donnelly student population strongly preferred.
* Philosophically aligned with the mission and values of the College to engage and support our Catholic identity; practicing Roman Catholic preferred.

**How to Apply**

Please e-mail your cover letter, resume, and transcripts to [mpflanz@donnelly.edu](mailto:mpflanz@donnelly.edu) with **Student Life Coordinator** in the subject line.