

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Coordinator of Student Activities for Programming & Commencement

Code: 13151

Salary Grade: 57

FLSA Status: Exempt

Department/Division: Office of Student Activities / Student Affairs

Reports To: Assistant Director of Student Activities for Student Governance, Belonging, and Campus Traditions

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## *Summary*

- **Function:** To assist in providing support to the Office of Student Activities through programming, advising and student organizations. The Coordinator shall manage the day-to-day operations for the UTSA Commencement Ceremonies.
- **Scope:** Manage and coordinate complex administrative projects and activities that require a high degree of specialized knowledge as it relates to Commencement, Programming, and student organizations. Conducts research, provides data, makes recommendations, and implements solutions to achieve department goals and objectives. Responsible for understanding, interpreting, and formulating rules and policies as they relate to students graduating and student organizations.

## *Duties*

- **Typical:**
  1. Provides planning and assistance on all aspects of all commencement ceremonies and Fall Convocations through meetings with University officials, email communications, creation of instruction guides and diagrams, training activities, scripts, and the evaluation process.
  2. Advises assigned sponsored student organization (e.g., UTSA Honors Alliance).
  3. Coordinates annual Who's Who Recognition.
  4. Facilitates the Student Organization Leader Retreat/Workshop.
  5. Supervises assigned staff members to include graduate assistants and administrative support staff.
  6. Acts as liaison with administrative offices, such as, Office of Facilities, Campus Dining, Instructional Resources and other areas of the University that provide essential facilities and services for programming and student development.
  7. Develops strong relationships with university departments, special groups and external agencies (e.g., national honor organization headquarters) as necessary to carry out functions of the position.
  8. Assists with the coordination of large, campus-wide events/activities such as Roadrunner Days, Homecoming, BestFest, Fiesta UTSA (Dia En La Sombrilla), and other events.

9. Develops learning outcomes and assesses department programs.
  10. Responsible for fiscal accountability of appropriate budgets and monthly reconciliation of accounts.
  11. Serves as the University's administrative representative for the UTSA chapter of Phi Kappa Phi Honor Society. Provides planning and assists in the coordination of all aspects of Phi Kappa Phi business in conjunction with the faculty, staff, and administrators who serve as officers of the UTSA chapter.
  12. Makes presentations to student, community, and professional groups on topics related to Student Activities and leadership development.
  13. Prepares reports on areas of responsibility as required.
  14. Oversees and enforces policies and procedures for the Office of Student Activities.
  15. Responsible for meeting students and student organizations for assistance with problem-solving, providing information regarding student organization policies and procedures, and demonstrating use of the Student Activities website and social media mediums.
  16. Formulates groups for project teams and trains project personnel.
  17. Informs upper management on the current status of all project tasks.
  18. Performs additional duties as assigned.
- Periodic:
    1. Assists with Student Organization Registration.
    2. Assists with Fall Fraternity & Sorority Life Recruitment.
    3. Coordinates needs assessment and program evaluation activities for Office of Student Activities.
    4. Participates in professional conferences.
    5. Serves on university committees.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent program planning and implementation skills.	Experience with Campus Labs.
Ability to work effectively with college students, faculty, and staff in a culturally diverse metropolitan university with a large Hispanic population.	
Excellent public speaking, organizational, and computer skills.	
Criminal Background Check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience actively involved in a student organization or related experience.	Experience working with standardized software systems, especially Campus Labs.

One year working with large scale programming at a college campus.	Excellent program planning and implementation skills.
	Competency in assisting student development and administration.
	Experience with layout and design of publications and promotional materials.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer for use with word processing.	Proficiency in Microsoft Office and desktop publishing software.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Extended weekend and evening hours as required to fulfill job requirements and meet with students.	Accompanying students on university-sponsored trips and conferences.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision and evaluation from the Assistant Director of Student Activities for Student Governance, Belonging, and Campus Traditions.	May supervise administrative, graduate assistant and student staff.

***Accuracy***

Proficiency in all assigned duties.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded and reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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