



Human Resources Office
Phone (508)362-2131
Ext. 4306/4307
Fax (508)375-4014

VACANCY NOTICE

DATE: July 12, 2019

POSITION: Coordinator of Student Engagement
Engagement & Retention Office
Enrollment Management and Advising Services
Full time, Benefited
MCCC Unit Position

SUPERVISION: Reports to the Director of Student Engagement & Retention, supervises work-study students and contracted part-time staff, as assigned

GENERAL STATEMENT OF RESPONSIBILITIES:

Under general supervision, the Coordinator of Student Engagement oversees a comprehensive student engagement program that includes diversity, cultural, recreational, and social programs, co-curricular activities, and student clubs and organizations. The coordinator is responsible for planning, implementing, and assessing programs and activities, providing guidance and leadership to students, providing advisement for student clubs and organizations, preparing and managing budgets, and acting as a liaison between students, faculty, and administration. The coordinator is focused on fostering an inclusive and equitable campus environment that supports student success and student retention.

EXAMPLES OF DUTIES:

1. Develop and implement programs that enhance involvement, integration, and engagement of 4Cs students at the W. Barnstable, Plymouth, and Bridgewater campuses (day, evening, weekend).
2. Coordinate operations for student clubs and organizations, including implementing a comprehensive recruitment plan for students and club advisors, managing club budgets, and supporting event planning and travel requests.
3. Serve as Advisor to the Student Senate.
4. Recruit and train Campus Crew staff.
5. Implement student-centered processes and procedures to reduce barriers and promote student involvement, success, and retention.
6. Promote a campus culture that fosters diversity and cultural awareness.
7. Assess effectiveness of student activities and events and make subsequent recommendations for ways to improve outcomes.
8. Coordinate new student orientation (at all campus locations and online).
9. Maintain accuracy and relevancy of departmental web pages in conjunction with the Office of Strategic Communications and Marketing.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in education, recreation, wellness, or closely related academic discipline.
2. Six years of experience in student engagement program planning/coordination, student leadership development, student government, equity and inclusion program planning/coordination, or other similar area(s) of student services; or an equivalent combination of education, training, and experience.
3. Dedication to providing quality customer service.
4. Commitment to the mission of Cape Cod Community College.
5. Strong interpersonal, written, and oral communication skills.
6. Proficiency with MS Office Suite: Word, Excel, Outlook, etc.
7. Strong organizational skills, including the ability to handle multiple tasks simultaneously.
8. Ability to work as a team member.
9. Demonstrated ability to work with students, employers, staff, and individuals with diverse backgrounds.

ADDITIONAL PREFERRED QUALIFICATIONS:

1. Master's degree in higher education administration or closely related academic discipline.
2. Prior experience working in a community college.
3. Experience with Jenzabar and 25Live software.

COMPENSATION: MCCC Unit Position. Grade 5, Coordinator of Student Activities, position salary range \$54,956 to \$74,290. Actual salary will be consistent with the MCCC/MTA Collective Bargaining Agreement, commensurate with qualifications and experience. Includes participation in a comprehensive employee benefits program.

APPLICATION DEADLINE:

August 1, 2019

APPLICATION PROCEDURE:

Interested candidates must apply online by visiting:
<http://capecod.interviewexchange.com/candapply.jsp?JOBID=112990>

The online application instructions include directions for uploading a cover letter (which should address the minimum qualifications of the position) and a resume. *Please note that candidates invited to interview for the position will be asked to provide three professional letters of reference and copies of transcripts.*

Please visit our website at www.capecod.edu for information on Cape Cod Community College.

This appointment is subject to the FY2020 budget appropriation.

Appointment subject to SORI (Sex Offender Registry Information), publicly accessible Massachusetts CORI (Criminal Offender Record Information), and national background checks.

Cape Cod Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Cape Cod Community College prohibits sexual harassment, including sexual violence. Inquiries or complaints regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations shall be directed to the College's

Affirmative Action Officer, at the number and address below. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer and Title

IX Coordinator, Associate Vice President, Human Resources, P. Paul Alexander, located in the Nickerson Administration Building, (508)362-2131 x4307, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.