

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	Student Engagement Coordinator and Athletic Director (FT, Benefitted)
APPLY BY	June 13, 2024 (First Round of Reviewing)
HIRE DATE	TBD
DIVISION	Recruitment
REPORTS TO	Recruitment Manager
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	June 3, 2024

SUMMARY

The Student Engagement Coordinator provides services to students and prospective students in the areas of student life, student support, student clubs & student senate, and recruitment. This role positions students for success through co-curricular involvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Student Life:

- Provide broad leadership for all functions of student life and engagement. Collaborate broadly across the college to develop a strategic, year-long student life programming plan with a focus on creating opportunities for work-based learning and experiences, and working with DEI, Student Housing, Financial Aid, and Mental Health Counselor.
- Manage student fee budget with a focus on programming to encourage student retention through work-based learning opportunities emphasizing post-college success and an environment that fosters an appreciation for diversity and inclusivity.
- Collaborate with the marketing department to communicate resources, events, and campus news to students through email newsletter, online monitors, posters, student life social media accounts, and other printed materials.
- Provide vision and strategy for student completion efforts through engagement with co-curricular activities and the development of retention measures that show effectiveness of involvement.
- Organize on-campus and off-campus intramural activities.
- Manage the student staffing of Charley's, the student activities center.
- Lead and execute new and returning student welcoming events (welcome tables, Charger Fest).
- Train and supervise student employees to support student life & engagement and serve as Student Ambassadors giving campus tours and representing the college at events.

Student Supports:

- Provide direct support services to students as a member of the student support team.
- Assist the Housing Director with communication, application processing, and move-in related tasks

Student Clubs and Student Senate:

- Provide direct leadership and oversight for Student Senate. Foster development of student leaders in clubs to organize events, assist students with event planning/recreation/volunteering, budgetary oversight, and supervision.
- Provide support for all club advisors and student clubs to ensure alignment with student life mission, appropriate fundraising, recreation, community involvement, and address advisor and student concerns.
- Collaborate with club advisors to ensure core ability teaching and learning in student clubs. Promote and encourage student development through participation in organizational clubs and teams.
- Administer and keep updated guidelines and procedures as detailed in the Student Club Handbook.

Athletics:

- Provide oversight, development, and compliance for collegiate athletic programs (golf, clay target shooting, and eSports).

Recruitment:

- Collaborate with recruiters to coordinate prospective student on-campus tours. Give tours to prospective students as needed.
- Oversee Student Ambassadors and involve students in student life & engagement activities, campus tours, and other college events as requested.
- Engage current students and clubs in new student recruitment efforts to increase conversion.
- Lead and execute on-campus recruitment events for large and small groups.
- Work closely with program faculty to arrange shadowing opportunities that directly align with prospects' Student Success Plans, providing them with valuable insights and experiences to inform their career planning journey.

TRAINING AND EXPERIENCE

- Bachelor's Degree preferred; preference given to applicants with prior experience working in higher education, student life, and/or recruiting.
- Consideration will be given to candidates with an Associate's Degree with similar experience.

KNOWLEDGE

- Understanding of student development and the student experience.
- Knowledge of event management to enhance the student experience.
- Experience in reviewing and executing contracts.
- Understanding of budgetary principles.
- Applicable computers and software.

SKILLS

- Strong interpersonal and public relations skills to effectively interact with persons from diverse backgrounds.
- Ability to organize and work with student groups.
- Ability to work collaboratively in a team environment.
- Ability to think creatively and promote innovation.
- Managerial skills, including the ability to organize and supervise staff.
- Good written communication.
- Well organized and attentive to details and deadlines.
- Proficient computer skills.
- Estimating budget requirements.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

SALARY BAND: C41 \$48,908.24 - \$68,471.54

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.