



Posting Date: April, 2023

Position: Activities & Residence Life Coordinator

Department: Student Engagement & Leadership **Hours per Week:** 40 hours

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time, live-in Activities & Residence Life Coordinator located in Milwaukee, WI. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Develop and coordinate a variety of campus-wide programs that engage students in the co-curriculum and create an active campus. **This is a fulltime, live-in position** with considerable evening and weekend hours required.

Supervisory Responsibilities

- Assist with hiring, training, and supervision of Student Engagement & Leadership student employees (student activities board, information desk staff, food pantry staff, and office assistants); assist with hiring and training of Residence Life student employees
- Supervise evening, weekend, and off-campus programs
- Participate in professional staff on-call rotation

Administrative Responsibilities

- Maintain Campus Organizations Module with current information
- Assist with maintaining accurate statistics for event attendance and input into Blaze/Star Rez (retention and housing software)
- Partner with Marketing and Graphics on social media for student activities and residence life
- Update websites

Student and Professional Development

- Co-design and implement robust programming calendar; includes supervision of events
 - Handle contract negotiations and scheduling



- Serve on planning committees for large campus events/initiatives (i.e. Homecoming, Winter Fest, Graduation Cultural Ceremonies)
- Serve as a resource for Community Advisors – liaison between residence life and the rest of campus programming
- Assist with management of campus Food Pantry
- Assist with Alverno Leadership Program Series (ALPS)
- Coordinate Volunteer Opportunity Fairs and volunteer guide
- Assist with winter and spring student leadership recognition events
- Develop programming in partnership with faculty and staff on campus

College Responsibilities

1. Participate in department meetings, retreats, student programs, and official college functions (i.e. Commencement, Convocation), and other duties as assigned
2. Represent Department at recruitment events, classroom visits, etc.
3. Maintain communication with other colleges, professional peers, and organizations (e.g. WAICU, NACA, NASPA in order to remain current in areas of responsibility
4. Remain updated on trends and issues related to student activities
5. Maintain professionalism and confidentiality with sensitive information
6. Support college efforts in retention. This includes connections with students and keeping data such as attendance trackers for activities and benchmark data
7. Comply with safety procedures and maintain clean and orderly work areas.
8. Perform other tasks as necessary to support the mission of the College.

Qualifications and Education

- Bachelor's degree required.
- Previous years of experience in student activities, event planning, or in a higher education environment is preferred.
- Demonstrated understanding of student development, racial identity development, and complexity of social identities, as well as social justice concepts.
 - a. Ability to work effectively with individuals and groups from a variety of identities, specifically, but not limited to, Latino, Asian, Muslim, African American, and LGBTQ+ communities.
- Requires the ability to work with and maintain confidential information.
- Ability to work independently as well as collaborate with others.
- Requires excellent written and oral communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write, and complete documents such as reports, newsletters, and general correspondence.
- Requires a working knowledge of Microsoft Office. Experience with Adobe Creative Suite desired.
- Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
- Requires strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.



- Willingness and ability to occasionally travel and work some evenings and weekends.
- Requires valid driver's license with a driving record that meets the qualifications of an Alverno driver.
- Requires the ability to move throughout the facility and grounds. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Must have the ability to talk and hear. Specific vision abilities required by this job include close vision and color vision.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity