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**JOB POSTING
OFFICE OF HUMAN RESOURCES
August 26, 2022**

POSITION: Student Activities and Professional Development Coordinator

DEPARTMENT: Office of Student Engagement

DIVISION: Academic Affairs

HOURS: Full-Time, 35 hours per week, Monday-Friday, 8:30 a.m. - 4:30 p.m., occasional weekend/ evening hours.

General Description:

The Student Activities and Professional Development Coordinator is a team member within the Office of Student Engagement. This position is responsible for developing innovative services and activities for students to help identify and pursue their professional goals. This position oversees the College's clubs and organizations, which provide professional development opportunities for students and helps to promote student participation in these activities. The Student Activities and Professional Development Coordinator serves students from all our degree programs and is responsible for maintaining contemporary and innovative professional resources.

Specific Responsibilities:

1. Monitors and evaluates services offered for student professional development and plans, implements, and directs new programs and services.
2. Coordinates activities and professional development opportunities (stand-alone and through clubs/organizations) offerings with other members of the Student Engagement Office.
3. Coordinates the student membership opportunities in professional organizations such as, but not limited to, the Student American Chiropractic Association or Canadian Student Chiropractic Association.
4. Oversees student clubs and class groups and works directly with club and class group faculty advisors, to include overseeing group budgets, deposits, processing reimbursement requests, and providing regular account updates to student leaders/advisors.
5. Supports scheduling for club and class group hosted events, including associated budgets and the coordination and oversight of the approval process for requesting guest speakers– both internal and external.
6. Manages student fundraising and attendance at annual conferences and workshops.
7. Ensures all students have access to services and resources related to resume development, networking and job search coaching, and presentation skills both on and off campus.
8. Oversees, creates and manages professional development resources for students and graduates in all programs in all locations.
9. Create, train and maintain job readiness programming and skills for current students.

10. Establishes and maintains information about professional pathways and licensure requirements for the professions we serve.
11. Plan and provide in-person and virtual activities and services at outpatient health centers and to online students.
12. Promotes office services and increases visibility of department through the integration of technology, events, communication with health centers, classroom presentations, and participation in College-wide events.
13. Works with the Executive Director of Student Engagement on the design and maintenance of the professional development electronic resources.
14. Provides students with strategic development opportunities to enhance diversity, equity and inclusion competency development.
15. Responsible for managing and monitoring social media pages for each active class. Responsible for archiving social media pages for graduated classes.
16. Responsible for managing and sending “Broadcast” emails relative to student engagement opportunities as well as other student communication needs.
17. Assists in supervising daily activities of work-study students.
18. Other duties as assigned.

Methods of Accountability:

1. Verbal and written communications with Executive Director of Student Engagement.
2. Verbal and written feedback from faculty, staff, and students, as well as other College stakeholders.
3. Annual performance evaluation by Executive Director of Student Engagement with input from stakeholders.

Qualifications:

Bachelor’s degree and a minimum of two years’ experience working in a higher education college placement/career counseling office, student services, or student affairs required. Knowledge of health related professions extremely helpful. Knowledge of interactive technologies to support student development and e-portfolio development preferred. Excellent interpersonal and organizational skills necessary. Must be detail-oriented and able to work in a fast-paced customer service office environment. Some nights and weekends as needed.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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