

SENIOR COORDINATOR, CAMPUS ACTIVITIES

POSITION OVERVIEW

The Senior Coordinator for Campus Activities, in the Department of Student Involvement and Engagement (SI&E), provides leadership and management for the department's campus activities portfolio. This role involves overseeing the planning and implementation of campus-wide programs that foster a culture of student involvement, engagement, belonging, and success. Key responsibilities include supervising two coordinators and a graduate assistant, as well as overseeing the planning and execution of several large-scale programming initiatives. This position reports directly to the Associate Director for Student Involvement and Engagement.

JOB RESPONSIBILITIES OVERVIEW

- Develop and implement campus-wide student activities and community engagement programs and services that promote student engagement, sense of belonging, and contribute to student success.
- Plan and execute SI&E signature events (i.e. Homecoming, River Fest).
- Develop, implement, and revise policies and procedures related to campus activities and community engagement programming initiatives.
- Provide on-site supervision of designated Campus Activities events to oversee the use of facilities, compliance with policies and procedures, implementation of risk management measures, hospitality for performer(s), and assistance with problem resolution.
- Coordinate with the department's Coordinator for Marketing and Communications to develop robust marketing assets and ensure broad communication of all unit events.
- Serve on the University's Homecoming Committee and coordinate the SI&E Homecoming Steering Committees.
- Oversee advising and support for Texas State's Student Association for Campus Activities (SACA) and initiate and facilitate student planning committees for other signature events.
- Serve as a Bobcat Organization Hub (Anthology Engage) administrator and provide user training to students and staff.
- Provide supervision, and professional development support for two (2) Coordinators and a graduate assistant.
- Serve as a member of the departmental leadership team in making decisions, developing goals, and strategic direction for the department.
- Develop goals and student learning outcomes for designated programs and services, and the assessment of these goals and outcomes.
- Assist in maintaining, in coordination with the Operations and Assessment unit, comprehensive and up-to-date program and service webpages.
- Support the Student Involvement and Engagement portfolio and Division of Student Success in developing greater visibility for student activities and student organizations.
- Manage budgets for functions and programs under positional leadership and assist in the development of the overall departmental budget.
- Seek additional funding opportunities, including sponsorships, to support campus programs.
- Serve as a member of the University's Expressive Activities Team.
- Serve on committees and task forces, as assigned.
- Other duties as requested or required, whether or not specifically mentioned in this job description.

BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click [here](#)

MONTHLY SALARY:

\$4,369 - \$4,833.33



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studentinvolvement.txstate.edu

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REQUIRED QUALIFICATIONS

- Bachelor's degree in a related field.
- One (1) or more years post-graduate, full-time experience in Higher Education, Student Affairs, or specific area(s) described in this position description.
- Experience developing, coordinating, and planning campus-wide programming in a higher education/university setting.
- One (1) or more years of experience with program development and oversight including large-scale campus programming.
- One (1) or more years of experience supervising staff (student, graduate, and/or professional) in a higher education setting.
- Experience with student engagement platforms, CRM systems, and other technology used to enhance communication and student organization management.
- Proficiency in using software and technology for program management, data analysis, and communication (e.g. Microsoft Office, presentation software).
- Availability to work evenings and weekends.

PREFERRED QUALIFICATIONS

- Master's or equivalent degree in Higher Education, Student Affairs, or related field.
- Experience facilitating risk management and/or crisis response for events/programs.
- Experience conducting workshops or training sessions for college students.
- Experience building partnerships and collaborating across departments in a university setting.

ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is international. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please

ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

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