Notice of Vacancy

Position: Student Life Coordinator

Qualifications:
- Associate’s degree required, bachelor’s degree and previous student life/programming experience preferred;
- Excellent communication and organizational skills required;
- Ability to plan, organize, coordinate and direct student activities programs and services;
- Self-motivated, high energy, team-oriented individual;
- Commitment to the mission of Eastern Oklahoma State College and dedication to student success in higher education;

Principal Duties:
- Provide leadership for a comprehensive student activities program that encourages student learning, enhances the overall college experience, contributes to community building, and prepares students for leadership roles and responsibilities;
- Direct, supervise, and evaluate student activities, programs, and services;
- Provide oversight, advising support, and organizational development opportunities for student organizations and their leaders;
- Coordinate leadership training programs for student groups and organizations;
- Develop and implement a program of publicity and outreach activities to inform and involve students;
- Assist with the coordination of major campus events such as Homecoming, Mountaineer Mania, graduation, etc.;
- Develop a comprehensive new student orientation program and serve as chair of the Orientation Committee;
- Develop and implement a program of events and activities to generate enthusiasm and attendance at athletic events;
- Assist with the development and implementation of College retention initiatives and activities;
- Establish and maintain effective and cooperative relationships with other College departments and personnel;
- Significant evening and weekend hours are required;
- Other duties as assigned.

Salary:
Commensurate with education and experience.

Inquiries: Greg Warren
Dean of Students
Phone: 918-465-1818

Application: Submit a letter of application, Eastern employment application, transcript(s) and resume to:

Eastern Oklahoma State College
Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578

E-mail: jbills@eosc.edu
Fax: 918-465-4421
Website: www.eosc.edu
Phone: 918-465-1777

Closing Date: Review of applications will begin immediately;

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE) and Affirmative Action Employer (AAE)