JOB DESCRIPTION

| **TITLE** |  CAMPUS COORDINATOR  |
| --- | --- |
| **Reports To**  | [Insert Title] |

**Job Purpose**

The Campus Coordinator serves as the first point of contact for students accessing the [organization name]. This role is responsible for coordinating day-to-day services such as the Extended Health and Dental Plan, the U-Pass program, and locker rentals. The Coordinator also provides administrative support to the Executive Director and contributes to the overall operations of the Students' Union office.

The successful candidate will be proactive, detail-oriented, and able to work in a team-oriented atmosphere. They will report exclusively to the Executive Director and may be required to work some evenings and weekends to assist the Students' Union at its busiest times.

**Duties and Responsibilities**

Overall Responsibilities:

* Serve as the first point of contact for students, assisting with customer service, reception, and sales duties.
* Administer and coordinate core student services.
* Maintain up-to-date records and ensure compliance with policies.
* Answer students' questions regarding benefits, coordinate with the Office of Registrar for reimbursements, and liaise with benefit providers as needed.
* Assist with the planning and execution of student events and activities, including purchasing and coordination.
* Coordinate meeting times according to team availability, create agendas when necessary, and record minutes for all executive meetings.
* Attend Board, Board sub-committee, general meetings, workshops, and conferences as required from time to time.
* Perform daily and monthly till reconciliation, issue checks, and maintain financial records for up to 7 years.
* Manage office space, order supplies and maintain inventory, including SWAG items.
* Maintain confidentiality in all matters and foster good relationships with college staff and other stakeholders.
* Work collectively as a team with other staff members and provide counsel, advice, and direct assistance to board members as needed.
* Maintain up-to-date knowledge of the Students’ Union’s structures, bylaws, policies, procedures, contracts, and rules of order. Ensure compliance with this and any relevant legislation.
* Perform additional related duties as assigned.

**Qualifications**

* X years of experience in an office setting, preferably in an educational or student services environment.
* A diploma or degree in Office Administration, Business Management, or a related field is preferred/required.
* Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
* Familiarity with basic financial transactions and record-keeping.
* Experience in event planning and coordination is an asset.

**Core Competencies**

* Excellent customer service and reception skills.
* Exceptional interpersonal skills.
* Proficiency in office and service coordination.
* Ability to manage multiple deadlines.
* Strong financial record-keeping acumen.
* Effective teamwork and collaboration skills.
* High level of discretion in handling sensitive information.
* Quick adaptability to changing priorities.
* Keen attention to detail in administrative tasks.
* Ability to work independently and as part of a team.

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE, e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hours]
* Office environment, requiring extended periods of computer use
* May require some travel (e.g., for events, workshops, or conferences)
* Occasional overtime may be required during peak periods or for special events