

Moore College of Art and Design

Job Posting

Status: Exempt
Position: Student Affairs Coordinator & Assistant to the Dean of Students
Reports to: Dean of Students

Purpose: Entry level / Generalist Student Affairs position. Coordinates and manages office operations for the Student Affairs department, provides administrative support for the Dean of Students; coordinates major campus events; serves as advisor to the Student Engagement Committee; supervises work-study students.

Requirements:

- Educational experience or special qualifications required:
 - Bachelors degree
 - A minimum of 2 years of experience working in higher education, preferably in student affairs/student services
- Strong people skills, including an ability to work with students, faculty, staff, and outside vendors
- Ability to work constructively as part of a team and to work as a group leader
- Ability to provide a high level of customer service and function with a minimum of supervision in an office setting where there is a high level of traffic
- Ability to select, train and supervise work-study students
- Office management experience, including: coordinating events, coordinating production of publications, data management
- Advanced computer skills mostly PC (but Mac experience helpful), Microsoft: Office, Outlook, Word, Excel, & PowerPoint; Adobe Acrobat Pro
- Strong organizational skills and attention to detail

Responsibilities:

1. Assist Dean of Students with: scheduling meetings, confidential mailings; the coordination of student surveys; monitoring the budget; production of publications, data management
2. Supervise, train and evaluate work study students.
3. Manage rental inquiries of Moore's spaces, provide on-site tours upon request and serve as the main staff member involved in the coordination of the external event.
4. Serve as the principle staff member in charge of organizing and implementing Pre-Orientation, Orientation (co-facilitates with Director of Student Life, Diversity and Inclusion), Family Weekend, and Commencement; as well as on and off campus activities and events.
5. Supervise Student Engagement Committee as their advisor.
6. Assist the Director of Residence Life with the administration of the College's ID system.
7. Perform general administrative duties, such as ordering supplies, organizing student locker usage, serving as receptionist in Student Affairs—answering phone, fielding questions, speaking with parents, vendors, students, etc.
8. Provide some support for staff in Student Affairs (ADOS, DRL, DCS, DHS).
9. Other projects and duties as assigned.

To Apply:

Interested candidates send your resume and **cover letter with salary requirements** to: Moore College of Art and Design; 1916 Race Street; Attn: Director of Human Resources; Philadelphia, PA 19103 fax: 215.568.1773, email: HR@Moore.edu.

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