Position Description

Title: Student Engagement Coordinator
Department: Student Engagement
Reports To: Director of Student Engagement
Supervises: Student Work-Study Staff
Internal Contacts: Students, Faculty, Staff
External Contacts: Parents, Vendors, Neighborhood Community Members
Employment Status: Full-time/Non-Exempt

Domains:

Leadership & Supervision
- Works closely with Director of Student Engagement in planning and facilitating the annual Student Engagement programming calendar of events.
- Assists the Director of Student Engagement in developing and implementing policies and procedures of the office.
- Manages day-to-day operations of Student Engagement office.
- Hires, trains, and supervises student office worker staff.
- Participates in the student leadership recruitment and selection process.
- Conducts annual student organization leadership training.
- Supports and encourages the efforts and activities of active student organizations.
- Coordinates and oversees the Summer Work for Housing program.
- Serves as committee chair of internal departmental committees as assigned.
- Supports Student Affairs staff in department wide efforts and initiatives.
- Attends and participates in school-wide staff meetings, committees, and activities as requested.

Events & Programs
- Participates in the planning and facilitation of all campus-wide Student Engagement events, including Awesome Week, finals week study breaks, Rite of Spring, and Commencement.
- Participates in and facilitates aspects of Orientation as requested.
- Conceptualizes, plans, and implements annual Friends & Family Weekend.
- Facilitates annual update and distribution of online Title IX training module.
- Manages the creation and distribution of the bi-annual campus climate survey.
- Plans and recruits 6-10 students for a week-long Alternative Spring Break trip while serving as the advisor for the International Service Learning Organization.

Dean of Students Support
- Coordinates weekly staff meeting.
- Manages annual Student Affairs retreat planning, execution, and follow up.
- Manages paperwork for wellness staff, including annual contracts, gathering liability insurance policies annually, and submitting payment paperwork.
• Assists with scheduling as needed.
• Performs other duties as assigned.

**Administrative Duties**
• Updates the Student Handbook annually with oversight from the Dean of Students.
• Manages and updates the School’s emergency group texting database.
• Manages the creation and reprinting of MSM IDs for students, staff, and faculty.
• Processes all student absence forms, including doctor’s notes and MSM nurse excuse forms.
• Assigns and tracks student use of School lockers.
• Processes payroll materials and time sheets for student workers and part-time staff.
• Maintains binder documenting office processes.
• Participates in weekly departmental staff meetings.

**Job Requirements:**
• Bachelor’s degree; Master’s degree in higher education administration or related field preferred.
• 1-3 years of related experience in higher education administration.
• Strong interpersonal, communication, and organizational skills.
• Ability to work well with a diverse population, including a large number of international students.
• Ability and willingness to work collaboratively.
• Sensitivity to and awareness of the needs of student musicians/artists.
• Ability to approach difficult situations creatively.
• Skill and comfort with using software/apps including Microsoft Suite, Office 365, Slack, eRezlife, Jenzabar, Survey Monkey, Airtable, Facebook, Instagram, and WeChat.

**Contact Information:**
Send letter of application and résumé including names and contact information of three references to: CandidateSearch@msmnyc.edu.

When submitting material, include the job title Student Engagement Coordinator in the subject line of email.

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