



STUDENT LIFE COORDINATOR ADDITIONAL DUTY ASSIGNMENT

INTERNAL VACANCY ONLY

JOB DUTIES AND RESPONSIBILITIES:

- Develop a calendar of events and activities that support social, cultural, and co-curricular engagement.
- Plan and execute events such as Welcome Week, HSI Fest, Stress-Less Fest, Frost Fest, movie nights, game tournaments, and club fairs.
- Collaborate with student clubs, athletics, housing, and academic departments to support shared programming efforts.
- Promote inclusivity and ensure a diverse range of student interests are represented in programming.
- Encourage student leadership through event planning opportunities and involvement in student organizations.
- Serve as a resource for students seeking to start or maintain campus clubs or interest groups.
- Coordinate promotion of events through flyers, digital signage, campus emails, and social media in collaboration with the Marketing Office.
- Serve as the point person for the campus Engage platform.
- Manage the Student Life programming budget responsibly, tracking expenditures and ensuring events remain within allocated funding.
- Provide regular budget updates to the Director of Student Engagement and Success.
- Track attendance and engagement metrics at events.
- Gather student feedback and use it to inform future programming decisions.
- Submit brief end-of-semester reports summarizing programming impact and outcomes.
- Other duties as assigned

TIME COMMITMENT:

5 – 15 hours/week; 9-month renewable academic year, additional duty stipend

MINIMUM QUALIFICATIONS:

- Full-time exempt employee of Otero College.
- Strong organizational and time-management skills.

- Ability to engage and communicate effectively with students from diverse backgrounds.
- Experience in event planning or student programming preferred.
- Familiarity with student development principles and the mission of community colleges is a plus.

COMPENSATION:

- \$5,500 per year stipend paid July – May

Note: This compensation represents taking on responsibility above and beyond current job duties and will require work outside of a typical workday.

APPLICATION INSTRUCTIONS:

For considerations, an applicant's file must contain:

1. A letter of interest addressing minimum and preferred qualifications as related to the job duties

Please submit the application file to:

Kelsey Barbee
Director of Human Resources
Otero College
1802 Colorado Avenue
La Junta, CO 81050
719 384-6824 or via email at kelsey.barbee@otero.edu

Application Deadline: July 11, 2025