



STUDENT ACTIVITIES COORDINATOR

Eastern Gateway Community College invites applications for a part-time (up to 25 hours/week) student activities coordinator. This position is based at the Steubenville Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees and coordinates various activities including trips, student clubs, concerts, special events, and athletics.
- Oversees food delivery from outside vendors.
- Assists with new student orientation and formation of new student clubs.
- Monitors budgets and contracts.
- Addresses student complaints.
- Prepares monthly newsletter and distribution of same.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and experience is required.
- One to three years' experience with demonstrated skills in event planning and advising student groups.
- Evening and weekend work required.

Interested applicants should send a letter of intent, resume, and the names and contact information of at least three (3) professional references to the Human Resources Department at the following email address:

careers@egcc.edu

Internal applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.