



Activities and Spirit Coordinator

Location: Erie

Department: Student Life

Reports To: Director of Campus Involvement

Full/Part Time: Full time

Classification: Non-exempt

POSITION SUMMARY

Mercyhurst University seeks to fill the position of Activities & Spirit Coordinator. This full-time, twelve-month position is responsible for the creation of activities and spirit on campus through the advisement of the Multicultural/Student Activities Council (MAC/SAC), management of Recognized Clubs and Organizations (RSCOs), Intramurals, and the Mascot Program. Working under the general supervision of the Director of Campus Involvement, the Activities & Spirit Coordinator provides leadership to staff and student leaders to design and implement initiatives, which take place on campus. These services and initiatives support student success, help students thrive throughout their time at Mercyhurst University, and serve to realize the University's aspirations to be a campus of engaged learners.

DUTIES AND RESPONSIBILITIES

Multicultural/Student Activities Council (MAC/SAC):

- Advise the Multicultural Student Activities Council (MAC/SAC) and aid in the planning and implementation of cultural, educational, social, and spirit events, including adherence to budget and organization policies and procedures.
- Assist in implementing year-round training for the MAC/SAC leadership team.
- Supervise MAC/SAC activities to oversee facility usage, policy adherence and problem resolution.
- Meet weekly with MAC/SAC Programming Board & MAC/SAC Chairs.

Mascot (Luke the Laker):

- Oversee recruitment and training of all student mascots and assessment of performance.
- Establish and maintain the consistency and history of Luke the Laker.
- Promote spirit, engagement, and connection to a wide variety of university and community programming.
- Maintain confidentiality of student mascot identities.
- Seek out opportunities for appearances of the mascot both on and off campus.
- Manage the mascot's calendar of appearances and all aspects of caring for the mascot suit.

Recognized Student Clubs and Organizations (RSCOs):

- Supervise and manage RSCOs including application, program monitoring, transition process.
- Oversee RSCO funding process with Student Government representatives.
- Organize and manage Fall and Spring Campus Involvement Fairs.

- Create monthly informational newsletter sent to RSCO presidents and advisors.
- Host training workshops for all RSCOs and advisors.
- Assist in managing student engagement platform, Laker Launchpad.

Intramurals:

- Plan, implement and manage intramural program. Including but not limited to sport selection, promotion, regulation, and training.
- Supervise and train the Intramural staff.
- Manage IMLeagues and team formation, sign ups, and payment.
- Manage yearly intramural budget rendered from sign up fees.
- Inventory and manage the care of all intramural equipment.

Social Media:

- Serve as the point person for the @HurstCampusLife Instagram page, Campus Involvement Hub Pages, and other media related presence of the Campus Involvement Center.
- Collaborate with the campus community to develop a social media calendar of curated and new content.
- Manage posting requests from other university and community entities.

Other:

- Actively contributes to the Campus Involvement Team by participating in meetings, retreats, trainings, and supporting major programs and events.
- Assist in the coordination and implementation of Laker Launch Days and New Student Welcome.
- Work directly with Athletics to increase school spirit and morale at Mercyhurst.
- Develop and maintain effective networking with other educational and professional organizations regarding relevant professional issues.
- Serve on other campus committees as deemed appropriate.
- All other duties as assigned.

EDUCATION AND EXPERIENCE

- Two years' experience working with college students is required. Undergraduate or graduate experience working with other college students in a relevant leadership role may count towards experience.
- Familiarity with college student learning and development theories with a demonstrated knowledge of best practices in student engagement on a college campus.

SKILLS AND ABILITIES

- Ability to work effectively with a wide range of constituencies in a diverse community including experience working with international student concerns.
- Effective supervision, interpersonal, communication, and presentation skills.
- Knowledge of student support programs and services and organizing and coordinating skills.
- Ability to motivate, develop, direct, and train assigned staff including coordinating and supervising work.
- Ability to foster a cooperative work environment.
- Ability to interpret, adapt and apply guidelines and procedures while also utilizing assessments to guide initiative development.
- Ability to manage multiple tasks and effectively prioritize among competing needs.
- Ability to work some evenings and weekend hours.
- This is a clearance required position.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States