

## STUDENT BUILDING COORDINATOR JOB DESCRIPTION

The Office of Multicultural Student Life (MSL) is part of the Division of Student Life, Knoxville, Tennessee. Multicultural Student Life contributes to an inclusive learning environment by enhancing institutional efforts in retaining and graduating students prepared for a diverse global society. We promote the academic success, equality, and leadership development of students through programs and services that holistically address cultural, educational, and civic growth.

### Job Summary

The Student Building Coordinator position is open to any student currently enrolled in the University of Tennessee. The Student Building Coordinator will work with professional staff and student employees, and will be responsible for supervising student assistants, opening and closing the Frieson Black Cultural Center, and assisting in the coordination of events in the building. All candidates must be in good academic standing and willing to work 12-18 hours each week.

### Student Learning and Development Outcomes

As a result of being a Student Assistant in Multicultural Student Life, you will be able to:

- Acquire and apply concepts and ideas to multiple aspects of your student experience
- Communicate effectively with a diverse student population
- Identify characteristics of leadership and define your own leadership philosophy and style
- Recognize areas of development as it relates to your own personal and professional aspirations
- Identify resources that will lead to their continued development in identified areas of growth and demonstrate skills learned

### Position Requirements

This position requires knowledge of services and programs provided by MSL, in order to provide quality customer service. Student Assistants' attendance at monthly student development workshops and, periodic reflection meetings with assigned supervisor are mandatory.

All candidates for the Student Building Coordinator position must possess:

- Excellent oral, interpersonal, group, and written communication skills
- Experience working with diverse student organizations in a leadership or advisory role
- Organizational skills that would allow for performance of several tasks and initiatives
- Delegation and coordination skills
- Commitment to the educational and personal development of students

### Responsibilities:

- Supervise student assistants and coordinate/delegate their tasks and assignments related to building maintenance, special event planning, and other areas related to the Office of Multicultural Student Life.
- Work schedule may include: approximately 7:30 am - 9:30 am Monday - Friday mornings (to include opening the Black Cultural Center), and 1:30 pm - 10:00 pm Sundays, and other hours as needed.
- Create and update forms.
- Answer and direct incoming phone calls.
- Perform general maintenance and event preparation as requested.
- Other duties as assigned.

# MULTICULTURAL STUDENT LIFE

## **Position Qualifications**

Typing, computer skills and knowledge of Microsoft Office software programs; good interpersonal skills; good oral and writing articulation skills; GPA of 2.5 or higher is required for employment within the Office of Multicultural Student Life.

## **General**

Attend mandatory student meetings and others as deemed necessary.

This position is one of importance to the Facility Assistant and the Office of Multicultural Student Life. The Student Building Coordinator is a direct reflection of the Office of Multicultural Student Life and every student assistant is expected to present a positive image to all guests and clients. This is accomplished through a neat appearance, a pleasant and friendly disposition, attention to detail, and a commitment of service to ensure success.