



The Art Institute of PortlandSM

Job Opportunity: Student Development Coordinator (Job Code: 62015, Non-Exempt)

Date Posted: August 7, 2008

Deadline to Apply: August 22, 2008

Position Summary: Responsible for the development and implementation of programs and activities that support the needs, and foster the personal growth, of our students. The incumbent will be responsible for student activities and programs, student clubs, new student orientation, independent housing and special events. This full-time position reports directly to the Dean of Student Affairs.

Key Job Elements:

1. Coordinate the development and facilitation of extra-curricular and co-curricular activities / programs that promote personal growth and student success. Advise the Student Activities Council and provide oversight to student clubs.
2. Promote community service opportunities. Maintain current community contacts and resources, acting as a liaison, when appropriate.
3. Collaborate with the Student Success Committee in the development and implementation of programs that improve student persistence (i.e., peer mentorship program).
4. Recruit and train Orientation Student Assistants. In cooperation with Admissions, Education and Student Affairs staff, promote a successful transition to college life.
5. Coordinate independent housing referrals and roommate matching services.
6. Coordinate production of quarterly calendar of events for students.
7. Prepare publicity and promotion of activities, programs, and events for students.
8. Coordinate production of monthly student newsletter.
9. Work collaboratively with Executive Committee and all other departments in the implementation of plans.
10. Be actively involved in various professional activities and pursuits in order to remain current in the field.
11. Perform other duties and projects, as assigned.

Position Requirements:

1. Bachelor's Degree in Business or a related field required. Master's Degree in Education, Counseling, or related field, preferred.
2. Minimum of two years' experience in developing and facilitating programs and activities in a post-secondary institution. Ideal experience would include new student orientation, mentorship programs, and advising student clubs and organizations.
3. Excellent communication skills (written, verbal, interpersonal, presentation, listening).
4. Superior organizational and problem solving skills.
5. Must possess high ethical standards and be goal oriented.
6. Solid computer literacy skills with the Microsoft Office Suite.
7. Must have the ability to prioritize work, manage multiple tasks, and meet deadlines.
8. Must have the ability to interact effectively as either a leader or as a member of a team and work collaboratively with other departments.

***FOR IMMEDIATE CONSIDERATION:** please e-mail your resume and cover letter to: aipdhr@aii.edu

The Art Institute of Portland is committed to Equal Employment Opportunity: M/F/D/V.

*Please note that all internal candidates must notify their current supervisor of their intention to apply, and perform satisfactorily in their current role for a minimum of one year.