



Trinity Valley Community College

Job Description

Student Life Specialist

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

This position is responsible for assisting in the planning, coordinating and execution of student life events and activities, including all social, cultural, recreational, educational and developmental opportunities for students.

REPORTS TO:

Director of Student Life and Diversity

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High School diploma or GED

PREFERRED:

Associate degree

EXPERIENCE REQUIRED:

Two (2) years relevant work experience.

PREFERRED:

Experience in administrative, clerical and event planning/coordination.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/ Management
- Attention to detail
- Time management
- Ability to Organize
- Operational Systems and procedures

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Provides clerical support for the Student Life Office, performs word processing, maintains databases and files, tracks data, budgets, and expenditures, schedules appointments, orders supplies and equipment, processes the mail, answers the phone, compiles information for reports, and creates posters and fliers.
- Meets and greets students, provides information about programs and events, promotes and assists student involvement in programs and activities.
- Maintains records and training documentation for TVCC sanctioned clubs and organizations.
- Compile and maintain campus events/activities calendar for all projects, events and activities, including registration, attendee tracking, materials and event evaluations.
- Assist in implementation of one major student life event each week while students are on campus
- Assist and participate in campus programs and events to improve the quality of student life, including, but not limited to: Welcome Week, Fall Fest, Homecoming, Cultural/Diversity Observances, etc.



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- Assist in the operation of the TVCC Advocacy Resource Center.
- Compile and maintain documentation of TVCC Advocacy Resource Center vendors, special interest groups, individuals, student data, budget records, supplies and materials
- Assist in the operation of the Student Union Building.
- Assist office Work Study students and Student Ambassadors assigned to department.
- Assist with maintaining web page with comprehensive department and program news and information.
- Participate in graduation, orientation and other events as deemed necessary.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Seat Belts
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work, Light work, Medium Work
- May need: Crawling, Pushing, Pulling,
- Occasionally need to: Very Heavy Work

MENTAL DEMANDS:

- Atmospheric Conditions: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress: More than 50% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

- May be required to work irregular hours, including evening hours for student life events or as assigned by the Director of Student Life & Diversity.

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/14/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1761
DBM:	A	Travel Required:	25-50% of the time
IPEDS/SOC CODE:	27-3031	Employment Status:	Full-Time
Salary Range:	120	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01