

DKU Community Center and Student Organizations Coordinator

Duke Kunshan University

Job Description

Position Overview:

The Coordinator works to create a sense of belonging and community throughout campus and the off-campus community center while maximizing cross cultural interaction with student learning and development. S/he is responsible for establishing and overseeing Duke Kunshan student clubs and organizations and managing the DKU Community Center Space. They will provide advising oversight to all student clubs and organizations including, but not limited to, annual registration and recognition processes, student leader training, and event/program management. They will serve as secondary advisor to the Student Programming Board. In addition, they will provide facilities management to the DKU Community Center space which will include, but not limited to, space usage and oversight, supervising student workers, and designing and implementing programs.

In addition, s/he is part of the Student Affairs team that participates in emergency on-call rotations after-hours, which includes weekend and holiday duty hours (approximately 3-4 weeks/semester). Staff members on duty must stay in a campus residence hall for after-hour duty. This list of responsibilities is not inclusive of all responsibilities, but is a general overview of expectations for the position. As the campus develops, additional responsibilities not listed below may be added and or expanded.

Reports to:

Assistant Dean of Student Affairs

Essential Duties:

- Collaborate with the Student Programs and Residence Life Coordinator and other Student Affairs team members to provide residential life, campus-wide and student organizational programs to students in the Scholars Residence Hotel Residence Hall and all campus venues.
- As part of the Student Affairs team, will participate in emergency on-call rotations after-hours, which includes weekend and holiday duty hours (approximately 3-4 weeks/semester).
- Performs other duties as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Advising and Oversight of Student Clubs and Organizations Essential Duties:

- Manages procedures for registering new student clubs and organizations, including training and advising on constitutions and other requirements.
- Oversees the annual recognition and re-recognition processes of student clubs and organizations.
- Is responsible for the development, enhancement, and implementation of the Student Organization Academy (SOA). The SOA provides student leader training modules for club officers and members in topics such as, but not limited to, event management, leadership positions, financial budget skills, etc.
- Advises and works with student clubs and organizations' leaders on event program management, implementation, and assessment.
- Provides training and support to faculty and staff advisors to student clubs and organizations.
- Collaborates with a variety of stakeholders (including academic program staff and faculty) to maximize student clubs and organizations on campus and their student learning, development outside the classroom, and intercultural exchange.
- Assist with management of Duke Kunshan Engage student involvement software.

Management of the DKU Community Center Space Essential Duties:

- Responsible for the overall management of the DKU Community Center Space, including working and collaborating with all campus departments associated with space (e.g. campus operations – security and cleaning staff, library, catering, etc.).
- Be located at staff space in Dayu Bay during business hours (9am-5:30pm).
- In charge of creating and enforcing guidelines, policies, and rules for usage of space.
- Responsible for creating and implementing social, educational, and cross-cultural programming for DKU Community Center Space.
- Recruit, train, supervise, and evaluate student workers to staff space during non-business hours and assist in programming (including assisting with student clubs and organizations).
- Will require occasional evening hours as student programming dictates.

Required Qualifications:

- Bachelor's degree in a relevant field in education, student personnel or a related program.
- A minimum of 2 years experience working with university/college level student clubs and/or organizations and student activities/programming related area.
- Effective verbal and written communication skills in English.

- Demonstrated experience with co-curricular program development and assessment.
- Intercultural competency achieved and demonstrated by having lived, worked, or studied in an international, cross-cultural setting.
- Excellent interpersonal skills, with a desire to work in a team-oriented, dynamic, fast-paced, diverse environment.
- Excellent organization and planning skills.
- Commitment to supporting an innovative and intercultural learning community.

Preferred Qualifications:

- Experience in managing or overseeing a community/programming space is highly preferred.
- Master's degree in a relevant field in education, student personnel, and related programs.
- Effective verbal and written communication skills in Chinese is preferred.
- Knowledge of the differences between Chinese and western higher education systems.
- Experience with facilities management, preferably in a college or university setting.