

## Moore College of Art and Design Job Posting

**Status:** Non - Exempt

**Position:** Student Affairs Coordinator & Assistant to the Dean of Students

**Reports to:** Dean of Students

**About Moore:** Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit [moore.edu](http://moore.edu) and follow us on social media @moorecollegeart.

**Benefits:** Moore College of Art & Design offers a time off package consisting of 31 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

**Purpose:** Entry-level / Generalist Student Affairs position. Coordinates and manages office operations for the Student Affairs department; provides administrative support to the Dean of Students; assists with major campus events and student affairs programming; supervises work-study students.

### **Requirements:**

- Education or special qualifications required: Bachelor's degree.
- Strong interpersonal skills, including the ability to work with students, faculty, staff, and outside vendors.
- Ability to work constructively as part of a team and, at times, to serve as a group leader.
- Ability to provide a high level of customer service and to function with minimal supervision in a high-traffic office setting.
- Office management experience, including coordinating events, producing the Student Handbook, and selecting, training, and supervising work-study students.
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint.
- Strong organizational skills and attention to detail.

### **Preferred Qualifications:**

- Two years of experience working in higher education, preferably in student affairs/student services.
- Experience with Adobe InDesign.

### **Responsibilities:**

1. Assist the Dean of Students with scheduling meetings, mailings, coordinating student surveys, reconciling PCard accounts, and coordinating the production of the Student Handbook.
2. Perform general administrative duties, including ordering supplies, organizing student locker use, and serving as a receptionist in Student Affairs—answering the phone, fielding questions, and speaking with parents, vendors, students, etc.
3. Supervise, train, and evaluate work-study students.
4. Serve as the principal staff member responsible for organizing and implementing Pre-Orientation, the Leadership Fellowship Process, and Commencement.
5. Create and administer a curriculum for one cohort of the Visionary Leadership Honors program.

6. Assist the Director of Residence Life & Housing with administering the College's ID system.
7. Provide additional support for staff in Student Affairs, including major campus events and student affairs programming.
8. Other projects and duties as assigned.

**Physical Demands/Working Conditions:**

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as so classified.

**To Apply:**

Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email: [HR@Moore.edu](mailto:HR@Moore.edu).

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <https://moore.edu/non-discrimination-policy/>