Senior Department Coordinator, Student Engagement

Job Description
The Departments of Student Activities and Community Service at Brandeis University seeks to hire a Sr. Department Coordinator to provide administrative support. The Senior Department Coordinator manages and coordinates the activities and operations of these offices in order to promote the department's missions of engaging students in programs that in turn enhance their academic and social experiences at Brandeis University.

Examples of Key Responsibilities:
- Assists community members and guests with a variety of questions including upcoming events, department resources and programs, and technical questions. Serve as the first line of communication in person, on the phone, and via e-mail/fax; processes mail; guides all office visitors to the appropriate location; and maintains office space and equipment.
- Administers departmental and club program budgets and payroll, including: requisitioning equipment and supplies, reconciling expense reports, and making travel arrangements as necessary. Manages financial paperwork and updates financial systems.
- Responsible for hiring, training, supervising, and evaluating departmental work study student employees and advises student clubs and departmental programs when necessary or on a drop-in basis.
- Develops and maintains departmental websites, calendars, and assists with updating publications using current design software and social networking tools. Manages calendars and provides administrative support to departments and update departmental marketing and assessment strategies.
- Assists professional staff and student leaders in daily office communication and organizational needs. Participates and serves on campus-wide committees representing Community Service and Student Activities. Attends meetings as the designee of the Directors as appropriate.
- Manages volunteer background checks, reservations, insurance agreements, contracts, equipment, and room reservations. Responsible for recruiting, identifying, scheduling, and monitoring off-campus commercial vendors and student tabling. Manages transportation fleet, reservations, maintenance, and supervises student fleet manager.

Skills & Qualifications:
High School degree required plus 1-3 years experience. Bachelor's degree strongly preferred. Must have working knowledge of Microsoft Office, Adobe products, Workday, web editing and social networking sites. Knowledge of A/V equipment, key management, basic accounting principles, and effective marketing strategies are preferred. Involvement in and knowledge of community service and event planning in a college environment is helpful. Must be an expert communicator, have strong customer service skills, and be able to multitask in a fast paced environment.

To Apply please visit our career portal: https://brandeis.wd5.myworkdayjobs.com/en-US/Jobs/jobs/details/Sr-Department-Coordinator--Student-Engagement_R0006519-1?q=R0006519