



NORTHERN ILLINOIS UNIVERSITY
COMMUTER AND NON-TRADITIONAL
STUDENT SERVICES

HOLMES STUDENT CENTER 023J

815.753.9999

STUDENT COORDINATOR 2009-2010 DESCRIPTION

BRIEF OVERVIEW

In an effort to fully recognize commuter and non-traditional students as an integral part of the Northern Illinois University community, the Student Coordinator position was developed to serve as an essential resource to meet the needs of this student population. The program aims to serve all commuting and non-traditional students, with the goal of assisting students to successfully transition into and connect with the Northern Illinois University community.

Student Coordinators are important to the success of the programs and services of Commuter and Non-Traditional Student Services. Student Coordinators work to address the needs of commuting and non-traditional students. In addition, through a variety of venues, they work to promote students' active involvement in the Northern Illinois University community.

Minimum Qualifications:

- A full-time student in good academic and judicial standing at Northern Illinois University (according to NIU policy) with a minimum **cumulative** GPA of 2.0, which must be maintained throughout the 2009-2010 academic year as a condition of employment.
- Strong commitment to serve the needs of commuting and non-traditional students.
- Willingness to work cooperatively within a team-oriented environment.
- Willingness to work with a broad spectrum of ages.

Preferred Qualifications:

- Upper-class undergraduate student (junior or senior status).
- Computer knowledge (Microsoft Office Suite).
- Commuter or non-traditional student experience.
- Friendly, personable demeanor.

GENERAL JOB DESCRIPTION

Student Coordinators will work with a focus in three areas: office, programming, and outreach.

Office:

- ❖ Work an average of ten (10) hours per week in the Commuter and Non-Traditional Student Services office and lounge area on the lower level of the Holmes Student Center.
- ❖ Maintain a positive environment in the lounge, and assist in continuously connecting students with campus.
- ❖ Attend a weekly one-hour staff meeting with Student Coordinator staff and the Director of Commuter and Non-Traditional Student Services.
- ❖ Participate in Summer Orientation and Welcome Days, and actively participate in the development of programs and activities for first-year commuter students.
- ❖ Actively participate in Student Coordinator trainings and leadership development opportunities.
- ❖ Participate in NIU's Leadership Academy.
- ❖ Assist with office work, including answering and returning phone calls, faxing, making copies, etc.
- ❖ Help create and distribute marketing pieces, and hang posters and fliers for office events.

Programming:

- ❖ Cooperatively plan a minimum of three programs with the Student Coordinator Team during each semester to assist in the interaction and connection of students with the campus, including, but not limited to: Study Breaks, Interest Meetings, Sunday Series, and Planet Earth.
- ❖ Provide support to the Director and Graduate Assistant Staff members.
- ❖ Provide support for the office's programs and services, including, but not limited to: Off-Campus Housing Fair, Comrade Week: A Week of Appreciation for Commuter and Non-Traditional Students, and Good Morning Huskies/Good Evening Huskies.
- ❖ Work collaboratively with student organizations to plan and support educational and social activities.
- ❖ Encourage student participation in campus activities.

Outreach:

- ❖ Create an outreach plan with other Student Coordinators to connect with larger commuter and non-traditional student population.
- ❖ Develop and maintain active contact with an assigned group of students. Duties may include, but are not limited to phone calls, emails, instant messages, Facebook, and writing to assigned student contacts.
- ❖ Coordinate, produce and disburse commuter student newsletter with the Graduate Assistant newsletter editor (via Website associated with Commuter and Non-Traditional Student Services and hard copies to be distributed on campus in commuter and non-traditional student-friendly areas.
- ❖ Assess student population to obtain needs and interests of commuter and non-traditional students.

SPECIFIC STUDENT COORDINATOR POSITION DESCRIPTION:**Student Military Veteran Coordinator**

The Student Military Veteran Coordinator will assist a Graduate Assistant in researching the best practices for student military veterans and help develop appropriate programs and services for this student population. The coordinator will also partner with the Student Veteran's Association to co-sponsor events and activities and make recommendations to better serve this population.

Student Administrative Coordinator

The Student Administrative Coordinator will assist the Director with department duties including but not limited to: managing the budget, applying for Student Association funding, locating national grants for which to apply, ordering supplies, tracking phone messages, and managing Open Houses (for Admissions). The coordinator will be responsible for the day-to-day operations of lounge, along with creating a work schedule for the office each semester.

Student Marketing Coordinator

The Student Marketing Coordinator will work with Director to create appropriate marketing campaigns to best promote the services of the department. This person will also work with the Web Master to ensure a consistent marketing look as well as each student coordinator to assist with event marketing. The coordinator will also develop new ways to market the office including but not limited to: office posters, brochures, hand outs, videos, displays, and promotional products.

Student Off-Campus/Commuter Coordinator

The Student Off-Campus/Commuter Coordinator will assist a Graduate Assistant in implementation of the annual Off-Campus Housing Fair. Coordinator will also work with housing authorities to collect marketing materials that will assist commuter and off-campus students locate housing. Coordinator will also research best practices for commuter and off-campus student programs and help develop appropriate programs and services for this student population.