

Position Title: Student Development Coordinator
Primary Labor Position (10 hours required)

I. Grade Level: 4

II. Description:

- A.** The following are the essential duties for a Student Development Coordinator in the Black Cultural Center:
1. Plans and organizes all recruitment and orientation programs and activities (e.g. Carter G. Woodson Weekend, Community Social, Open House, Popcorn Bash, Roots & Heritage, Mountain Day)
 2. Oversees all the functions of the Peer Advising Program and continues to develop the program
 3. Send Birthday cards to all freshmen and new students
 4. Plans and organizes Black Summits with Career Development and Placement, Counseling and Health Services, Wellness, Campus Ministry, Labor Program, CELTS, and other departments to plan programs that promote student learning and development
 5. Coordinates all activities for Reading to Exhale
 6. Informs and updates students about internships, graduate school, fellowships, and scholarship opportunities
 7. Research, plan, and implement leadership development programs and opportunities
 8. Assist the Director with all activities associated with scholarships, awards, and recognition
 9. Construct private mailing lists (AA& AF new students, sophomores, juniors, and seniors, BCC staff, and Reading to Exhale group)
- B.** The following are possible additional duties for this position:
1. Serves on MLK and BEAB Planning Committees
 1. Provides information to include in Operations Manual
 2. Submits articles and information for publication in brochure, the Onyx and the What's Up Calendar

III. Learning Opportunities:

- A.** Develop the attributes appropriate to *Grade 4 and below* positions: understanding relationships between individuals, institutions, and processes, comprehension of values, realities and goals, commitment to service, ability to articulate and interpret observations, experiences and understanding.
- B.** Excellent communication and interpersonal skills
- C.** Knowledge of opportunities beyond Berea College
- D.** Familiarity with issues and concerns facing students of color
- E.** Time management and organizational skills
- F.** Interaction with several campus departments
- G.** Team-building skills

IV. Basic Qualifications:

- A. General: Very organized, dependable, responsible, culturally sensitive, trustworthy
- B. Skill: Good verbal and written communication skills, attentive to details, organized, requires minimum supervision, respect for confidentiality
- C. Physical: Energetic, friendly, approachable
- D. Academic: Sophomore or above with at least a 2.5 GPA

V. Desirable Qualifications:

- A. Must have good computer skills
- B. General knowledge of graduate school admission procedures
- C. Knowledge of student leadership programs locally and globally
- D. Knowledge of the Black Cultural Center's mission
- E. General knowledge of the organizational structure of Berea College