

BENJAMIN FRANKLIN INSTITUTE OF TECHNOLOGY
Campus Activities Coordinator/Resident Director
Position Description

As a thriving, student-centered college with graduation rates double the national two-year college average and triple the Massachusetts two-year college average, Benjamin Franklin Institute of Technology seeks an innovative and highly motivated Campus Activities Coordinator/Resident Director that will plan and lead events and programs designed to promote student engagement which is a key factor in the College's student success initiatives. The Campus Activities Coordinator/Resident Director will frequently collaborate with the Director of Student Life, the Dean of Student Services, Student Affairs staff, faculty, and students.

Essential Functions:

Campus Activities

1. Primary departmental contact and coordinator of campus activities, and student academic and social clubs and organizations.
2. Supervise, with the Director of Student Life, the Student Life Graduate Coordinator (intern).
3. Serve as the advisor for Student Government Association (SGA) and the Campus Activities Board (CAB).
4. Coordinate civic engagement efforts, which include volunteerism, social justice, and service-learning initiatives.
5. Emphasis on multicultural, diversity, and inclusive programming and educational campaigns.
6. Maintain event records including space reservation requests, approval for on-campus posting, performance contracts, security requests and other event management documentation for student clubs planning events on campus.
7. Meet weekly with the Student Activities team to review events and activities.
8. Coordinate Student Involvement Fair in the beginning of both the fall and spring semesters.
9. Supervise the production of a weekly events calendar advertising the programming initiatives offered by the office of Student Life in conjunction with the Student Life staff team.
10. Organize large scale campus-wide programs and events including Fall Fest, Halloween, Franklin Technology Challenge, and Spring Fest.
11. Manage Ben's Den—the College's recreation center.
12. Participate in BFIT community related events such as First Year Experience and Orientation, Admissions Open Houses, Commencement, and college-wide committees or task forces.

Athletics and Intramural Sports

1. Plan, implement, oversee, and evaluate all intramural activities and recreational programs.
2. Develop policies, rules, and regulations for intramural activities and recreational programs.
3. Assist the Dean of Student Services and coaches with athletic programs including the management of contest logistics (i.e. field reservations, contracting of referees/officials for contests, etc.) and encourage spirit and fandom among the students and campus community.
4. Maintain the College's NJCAA membership and attend division meetings where appropriate.

Residence Life

1. Live on-site in the BFIT leased college-provided housing facility.
2. Serves as an on-site administrator for any student issues, concerns, or crises.
3. Responsible for student check-in/out procedures and all necessary paperwork and keeping the paperwork organized and easily accessible.
4. Responsible for enforcing all BFIT policies and confront behaviors that are not conducive to a positive living, learning environment.
5. Intentional efforts to develop and maintain community among the residential students through monthly programs, activities, and other community development initiatives.
6. Assist with retention and student success efforts implemented as they relate to resident students.

Qualifications:

1. This is a 12-month, live-in position. Bachelor's degree required. Masters in Higher Education, Counseling, or Education preferred.
2. Preference will be given to candidates who have: experience working/living within a residence hall environment; experience working in student activities or student leadership; athletics and intramural sports; student or professional supervision and/or advising.
3. Experience working in an on-call duty rotation; managing students in crisis; student conduct administration; managing facilities; advising student organizations desired.
4. Experience working with and a demonstrated sensitivity to understanding the needs and concerns of a diverse urban student population, many of whom are first generation college students, is essential to the incumbent's success.
5. One-to-three years experience working in higher education in residence life, student activities, or athletics and intramural sports is preferred at undergraduate or professional level.
6. Excellent oral and written communication skills and strong presentation skills with demonstrated ability to develop interpersonal and organizational relationships.
7. Self-motivated with the ability to work in a fast paced environment, the ability to multi-task, and the ability to pay special attention to detail.
8. Knowledge of Microsoft Office, student information systems, database administration, Internet, social networking, and email and the ability to utilize and train colleagues on new software and other technology as needed.

Applicants who may not exactly meet these qualifications are encouraged to describe in writing why they would nonetheless contribute substantially to the success of the college and would carry out the requirements of the job.

Compensation:

\$35,000 annual salary, with housing included in campus-provided student housing facility. Generous benefits package including health insurance; sick, personal, and vacation time; life insurance and retirement.

Application materials including a cover letter, resume, and professional references should be sent via e-mail to Brett Wellman, Director of Student Life, at bwellman@bfit.edu.

Benjamin Franklin Institute of Technology is an Equal Opportunity Employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.