

Student Program Coordinator (SPC) Position Description

Job Summary

Residence Life and Student Housing at SMU is seeking a student leader who is passionate and excited about being a community and tradition holder in their affiliated Residential Community. This is a live-in position with responsibilities pertaining to maintaining and managing building culture, Community traditions, Commons Cup engagement (in Residential Commons), and programmatic advising. This position is expected to be regularly and thoroughly engaged with the students and programs within the Community while reporting to the supervisory discretion of the Residential Community Director (RCD) of the Community. This position must live in the assigned Community.

Key Responsibilities

- Return early in August for training and move-in
- Live in the Community where you serve in this role

Training and Meetings

- Attend yearly trainings
- Meet with RCD on a weekly basis in a 1:1 setting
- Meet with the HUB Chair on a weekly basis in 1:1 setting
- Work within budget guidelines provided by RCD
- Attend Hall Funding Board meeting every other week if the HUB Chair cannot attend or if HUB Chair is vacant
- Attend monthly leadership team meetings

Lead Programming Board

- Ensure Programming Board meets the Making Campus Home expectations
- Plan and facilitate weekly programming, including reflection and feedback following events
- Compile program shopping lists and requests for RCD
- Assist the RCD with gathering information for contracts for large scale events
- Create yearly Signature Event report
- Lead planning of Signature Event and advise on development
- Assist RCD with Residence Life welcome events during move-in
- Work closely with the HUB Chair
- Other duties as assigned

Community Brand Management

- Create, update and maintain the Community Brand Guide
- Oversee design of community merch and work with the RCD to order
- Create and implement a social media posting schedule
- Create and disseminate monthly community newsletter
- Annually update pictures/décor in the community to support Community identity and pride
- Coordinate with RLSH Marketing initiatives

FiR Engagement

- Attend & assist with weekly FiR events, including checking people in on SMU 360

Minimum Qualifications

- Must be at least sophomore standing (2nd year student)
- Maintain a 2.5 SMU semester and cumulative GPA.
- Must be in good standing with the University (not on any academic or disciplinary probation or suspension). Please note that a conduct history may impact your candidacy.
- Current full-time enrollment at SMU and attendance at SMU for at least one full 16-week semester prior to appointment.
- Must reside in the assigned Community for the academic year where you serve as the SPC
- May not serve as Peer Leader or HUB Director concurrently

Preferred qualifications

- Preference given to members of the RC they would serve.
- Previously served as a student leader in residence life
- Responsible, reliable, flexible with the ability to work independently.
- Experience using Instagram, SMU360, and Canva
- Excellent planning, organizational, and communication skills.
- Experience with large scale event planning.

Schedule and Compensation

- ½ Room scholarship in the assigned building
- \$12 an hour
- 12 hours per week
- *Potential for 20 hours per week if HUB Chair position is vacant (*see below*)

**If HUB chair is vacant, SPC works an additional 8 hours a week and is responsible for the hub chair tasks:*

- Organize participation in all HUB events
- Attend HUB HIF/CDF meetings
- Draft and submit proposals for HIF & CDF process
- Solicit feedback from the community for HIF/CDF proposals
- Oversee Program Board Members as they assist with Commons Cup responsibilities
- Build and promote Commons spirit
- Coordinate community engagement in Commons Cup activities
- Recruit and run intramural participation