

**EMORY**  
RESIDENCE LIFE & HOUSING  
*A Division of Campus Life*

**Residence Hall Director Fellowship**

**Clairmont Campus Program Coordinator**

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**Description of Position:**

The primary function of the Program Coordinator is to coordinate large-scale programming and events for Clairmont Campus. The Program Coordinator will plan and execute programming aimed at students who live on Clairmont Campus, members of the SAAC, and both groups. The apartments at Clairmont Campus house a maximum of 1048 undergraduate and 466 graduate students. All currently enrolled students are members of the SAAC. Additionally, the SAAC sells memberships to individuals and families who are faculty/staff, alumni and residents of the local community.

**Responsibilities:**

- Oversee the planning, development, and implementation of two social, recreational, or educational programs each month during the term of employment. These events include signature programs such as Screen on the Green, the Super Bowl Party, the NCAA Basketball Championship Party, and the Spring Carnival. The Program Coordinator will have committees composed of Clairmont Resident Advisors (RAs) and SAAC managers to assist in the planning and implementation of programs. While the majority of these programs will be geared toward students, some programs may be specifically directed toward the non-student members of the SAAC.
- In coordination with the Clairmont Director and Associate Director of the SAAC, coordinate the weekly fitness classes sponsored by the SAAC, including determining appropriate classes, monitor the fitness instructors, scheduling classes, creating procedures for tracking class attendance, creating Get Fit passes to sell, and paying instructors.
- Monitor the personal trainer(s) who work at the SAAC. Track their sales and arrange for payment on a monthly basis. Assist Associate Director with hiring new personal trainers as needed.
- Create monthly reports showing revenue generated and costs accrued by fitness classes and personal trainers.
- Serve as the opening professional staff member at the SAAC one morning per week at 6:30 am during the academic semesters.
- Communicate regularly with the Clairmont Area Directors, Residence Hall Directors, and RAs regarding needs and interest assessments, program development and implementation.
- Create collaborative relationships with student organizations such as RHA, IFC, and ISC, to organize large-scale events that draw from the entire student body.
- Oversee the creation and distribution of advertising for all events.
- In conjunction with the Associate Director, create informational bulletin boards for the SAAC and Clairmont Campus.
- Monitor the SAAC suggestion box and pass along appropriate comments to the Associate Director and Operations Manager.

- Serve as a member of the SAAC and Clairmont management teams, providing input on policy decisions and strategic planning.
- Assist with staff selection as appropriate.
- Along with the other professional staff members, oversee the management of programs and events sponsored by Clairmont Campus and the SAAC.
- Work closely with the University Housing Custodial and Maintenance staffs to ensure proper set-up and cleaning for events.
- Be cognizant of and assist with risk management procedures.
- Participate in selected Division of Campus Life activities and committees.
- Other duties and responsibilities as assigned.

**Reportability:**

The Program Coordinator of the Student Activity and Academic Center reports directly to the Director of Clairmont Campus.

**Accountability:**

The Program Coordinator of Clairmont Campus shall under no circumstances authorize expenditures in excess of budgets, or supersede University policies without prior approval.

**Qualifications Desired:**

Bachelor's Degree; demonstrated experiences in educational programming and special event planning; campus recreation experience; strong organizational skills; excellent written and verbal communication skills; and, public relations and customer-service skills.

**Terms of Employment:**

The Program Coordinator position begins on the Tuesday after Labor Day and ends the Friday before graduation. It is helpful for the Program Coordinator to train during the summer before employment since the position requires immediate action once the academic year begins. Summer employment before and after the term of employment is possible.

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