

COORDINATOR OF STUDENT ACTIVITIES

East Arkansas Community College in Forrest City, AR is currently accepting applications for a Coordinator of Student Activities in the Student Affairs Department.

JOB RESPONSIBILITIES:

The Coordinator of Student Activities is responsible for initiating and developing student activities that will enhance the social and cultural development for students. This will include, but is not limited to intramural, coordinating campus organizations, Student Government Association, develop leadership programs, supervise the MMAP mentoring program, coordinating new student orientation, diverse women, and serve as liaison to Arkansas Collegiate Drug Committee.

KNOWLEDGE, ABILITIES, AND SKILLS:

Experience with Microsoft Office; Excel; Outlook; Publisher, and Word. Ability to work well with others, particularly with college aged students. Ability to coordinate activities and organizations across campus. Ability to adapt to changes.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in related field; plus two years' experience in related field.

Applications, resumes, and transcripts may be submitted to EACC at www.eacc.edu/employment or apply in person at EACC HR Department, 1700 Newcastle Road, Forrest City, AR 72335. **EACC IS AN AA/EEO EMPLOYER.**