

Job Description

COMMUTER COORDINATOR

JOB SUMMARY

The Commuter Coordinator contributes to an engaging and Christ-centered student experience by making and maintaining connections that promote community integration and holistic growth among designated commuter student populations.

This role reports to an Associate Director of Commuter Life, working to support them in their execution of commuter development strategy and service offerings. The Commuter Coordinator will leverage organic interactions and initiatives, discipleship, and peer mentoring alongside strategic attendance at on-campus and off-campus events to ensure commuter students develop a sense of belonging as a part of the Liberty community.

The ideal candidate for this role is a disciplined Christ-follower, culturally intelligent, sociable, tenacious, self-directed, and adept at developing productive relationships.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Student Connections and Check-Ins

- a. Engage, meet, and develop designated commuter student populations through informal and regular check-ins.
- b. Promote events and opportunities for connection and development to commuter students using various communication channels and strategies.
- c. Initiate contact and monitor email, text messages, phone calls, and conduct in-person meetings to follow up with individual students within assigned commuter demographics.

2. Mentorship & Coaching

- a. Develop students through mentorship, coaching, and discipleship individually and in groups.
- b. Meet with the AD of Development and Programs for individual coaching, development, and support.

3. Organic Interactions & Initiatives

- a. Engage commuter students in conversations, work, and socializing opportunities in Commuter Life spaces.
- b. Initiate organic events and gatherings on and off campus to promote connections and growth.
- c. Participate in activities sponsored by Student Activities, Rec Centers, SGA, LU Shepherd, IDE, and other University departments to reinforce community and connections.

4. Interaction Documentation & Data Gathering

- a. Document intentional interactions and report on critical life events for their designated commuter demographic.
- b. Track engagement and participation for designated demographic populations.
- c. Provide the Director & AD with information about student connections and well-being to support CARE and other student success outcomes.

5. Student Development Planning

- a. Support strategy and execution of development programs for general commuters and their demographic.
- b. Meet and collaborate with AD to advance team strategy, forecast event attendance, and debrief commuter check-ins.

6. Commuter Life Team Support

- a. Assist in other Commuter Life/Student Life projects.
- b. Assist in Representing Commuter Life in Welcome Week, CFAW, and Other University Events.

7. Other Duties as Assigned.

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QUALIFICATIONS AND CREDENTIALS

Minimum Qualifications

- Education
 - Bachelor's degree in progress.
- Experience
 - 1-2 years of student or peer development and engagement experience.

Preferred Qualifications

- Experience
 - 2-4 years of student or peer development and engagement experience.
 - 1-2 years of event planning and coordination

Abilities and Competencies Essential to the Function of the Job

1. **Initiative:** Starts tasks right away and finishes quickly, working towards assigned tasks and goals with focus and proactive intention.
2. **Creativity:** Asks questions others don't, sees the relationship between ideas, possesses innovative and novel solutions, ideas, and plans.
3. **Organization:** Maintains a high attention to detail, completes tasks successfully and on time, and keeps their priorities appropriately balanced.
4. **Leadership:** Takes charge and leads others towards goals with confidence and initiative, utilizing their team with intelligence and care.
5. **Judgment:** Thinks things through, identifying the reasons for their actions and making quality decisions after obtaining the necessary facts.
6. **Self-Efficacy:** Approaches their work and goals with confidence and competence, having an appropriate degree of faith in their own ability to accomplish their tasks.
7. **Integrity:** Demonstrates moral character and a desire to be transparent and to do what is right at all times.
8. **Communication:** Communicates clearly, demonstrating an aptitude and confidence for communicating in a variety of scenarios and to a variety of demographics, ensuring smooth and clear presentation and transfer of information.
9. **Emotional Intelligence:** Demonstrates the ability to understand others and what motivates them, utilizing this ability to make others feel valued, heard, and interesting.
10. **Resilience:** Overcomes challenges while continuing to fulfill their duties, remaining optimistic under pressure and in the face of adversity.

Physical and Sensory Abilities

- Frequently required to travel to local and campus locations.
- Frequently required to sit for extended periods to perform deskwork or type on a keyboard.
- Regularly required to hear and speak in order to effectively communicate orally.
- Frequently required to stand, walk, and climb stairs to move about the building.
- Handle materials, reach overhead, kneel or stoop in order to conduct business.
- Regularly lift 20 or fewer pounds.