Campus Life Coordinator – Full Position Description 2020

Job Summary:
The primary function of the Campus Life Coordinator is to lead the operations of CIMBA programs by embracing and employing the basic beliefs and values of CIMBA as an organization. The candidate will work in the CIMBA Program Office full time, under the direction of the Associate Director of CIMBA, Cristina Turchet.

He/she will work directly with students, CIMBA Faculty, Resident Interns, Istituti Filippin Staff, and others to manage and deliver the semester and summer programs for the students, faculty, and staff of the CIMBA Programs. The Campus Life Coordinator will be responsible for creating academic and professional enrichment opportunities for students, providing direction and leadership to Resident Interns, and maintaining contact with students, faculty and staff. An understanding and daily use of effective thinking processes will be expected in programming events, making schedules, advising students, working with faculty and creating learning opportunities for stakeholders at CIMBA.

The Campus Life Coordinators are students in the part-time MBA program and the position is a two-year commitment. CLC applicants must have completed their degree and be ready to start their Master of Business Administration program in the fall semester. Applicants must meet admission requirements for the University of Iowa MBA Program.

The job start date is August 20. The applicant is expected to work from August 20 to December 23 and then again from January 4 to approximately June 30 with a similar schedule for the following academic year.

MBA Program
The program length is two years, with classes scheduled during the weekends from October to May. The final portion of the MBA program, the capstone - Strategic Management course - will be held at the University of Iowa campus in Iowa City, USA.
In addition to the part-time MBA classes, CLCs are also involved in the leadership portion of the MBA Full-Time program, including the LIFE training and the individual coaching sessions. CLC also have the opportunity to work on a real consulting project and to attend other trainings and seminars.

Specific Responsibilities:

Administrative Responsibilities
- Plan, coordinate, and deliver academic schedules, including recreational activities and field trips, Check-In and Check-Out Days, Students Orientations and Faculty Meetings.
- Coordinate day-to-day operations of shared campus facilities, equipment, and property with Istituti Filippin staff.
- Work in conjunction with the UI CIMBA Italy Office to prepare and update academic files and resources for faculty and CIMBA Staff before and during each session.
- Monitor and supervise the use of CIMBA Campus and Istituti Filippin facilities, equipment, and property to ensure students and faculty have properly functioning equipment and classrooms with supplies and materials.
Coordination of Resident Interns

▪ Assist in the recruitment, selection, and training of Resident Interns before, during, and upon their arrival to Paderno del Grappa.
▪ Create, maintain, and develop a professional relationship with the Resident Intern and an effective communication process to ensure their projects and results are aligned with the beliefs and values of CIMBA by organizing meetings, feedback sessions, and follow up one on one if necessary.
▪ Provide a leading presence and offer support to Resident Interns in approaching and documenting students in violation of behavior policies on campus when necessary. Participate in and lead student conferences with Director and/or Assistant Director when reviewing student behavior and policy violations.

Social Media and Communication

▪ Maintain and update social media accounts for different audiences and purposes (this includes but is not limited to writing articles, taking pictures, using dedicated software, and social media platforms).
▪ Develop, plan, coordinate, and distribute program newsletters to all current, former, and future students, faculty, and staff.
▪ Coordinate, train, and support a team of bloggers and social media interns who promote the CIMBA experience.

Technology

▪ Maintain, update, and implement CIMBA-specific technology in different environments to facilitate student learning.
▪ Develop new applications for the current technology and report results in written articles or materials.

Minimum Qualifications for the MBA Program (Education and experience):

▪ Bachelor's degree
▪ 1 year of work experience
▪ Knowledge of student development theory.
▪ GMAT scores of 550

Minimum Competencies: (Skills, knowledge, and abilities.)

▪ Detail Oriented
▪ Multitasking abilities
▪ Excellent oral and written communication skills.
▪ Excellent presentation skills.
▪ Ability to work with teams
▪ Ability to communicate across cultures
▪ Ability to adjust to a changing regulatory environment & changing student needs.

Preferred Qualifications (Education and Experience):

▪ 1 year of experience in international education in an educational setting.
▪ 1 year of living abroad or international experiences
▪ Is a CIMBA undergraduate alumnus/a.
▪ Fluency in a global language.
▪ Proficient in data analysis & survey design.
▪ Experience supervising student workers
Preferred Competencies (Skills, Knowledge, and Abilities):

- Web Design
- Approaches work with a positive outlook.
- Ability to design engaging presentations.
- Has the ability to command a presence in the office and on campus due to his/her ability to clearly communicate, give highly effective presentations, build consensus, and motivate students and staff.
- Shows leadership skills in daily activities by organizing events and activities and by coordinating large groups even with the ambiguous nature of being in Italy and working with a large number of foreigners.
- Display superior time management skills and the ability to manage changing agendas and multiple demands simultaneously.
- Has a problem-solving mentality and a “can do” and “we will succeed” attitude.
- Has a strong academic record. A high GMAT/GRE score and high GPA are a preferred condition for the attendance of the MBA program.

Conditions of Employment

- The Campus Life Coordinator is expected to maintain a minimum of 3.0 GPA in the MBA Program.
- The Campus Life Coordinator is expected to abide by the rules set forth in the CIMBA Student Behavior and Policy Agreement.
- The Campus Life Coordinator should not compromise the integrity of his/her position and role on the campus by engaging in actions and behaviors which would lead others to question their impartiality, judgment, or seriousness with which he/she approaches the job.
- The Campus Life Coordinator is expected to adhere to ethical behavior throughout employment at CIMBA including setting a positive example for all students. He/she must always be aware they represent the interests of CIMBA while both on and off campus and that their behavior should reflect a positive image of all CIMBA programs.
- The Campus Life Coordinator is expected to continually incorporate new ideas and activities into the organization and improve already successful programs and activities.
- Weekends, travel breaks, and time off should be coordinated among CIMBA staff and Associate Director to ensure communication channels are clear and left open for the duration of travel breaks.
- The Campus Life Coordinator will attend training in Kepner-Tregoe processes to facilitate the learning and application of KT processes at the Program.

Compensation Package

Room and partial board, 1 plane ticket per year to return to the U.S., MBA tuition for the part-time program, use of textbooks, and $700/month stipend.