

Campus Life Coordinator – Full Position Description 2024

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 Tippie College of Business – University of Iowa MBA Program. The job start date is August 26. The applicant is expected to work from August 26 – December 20 and then again from January 7 to approximately June 30 with a similar schedule for the following academic year.

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 Administrative Office, 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.

Administrative Responsibilities

- Plan, coordinate, and deliver semester and summer 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 Pieve 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.

Event and Activity Programming

- Create opportunities for student self-discovery and encourage student participation in personal and professional development opportunities.
- Schedule, plan, and involve resources in the development and organization of “Event with A Professor”, Career Workshops, and other new education and career development courses and activities under the direction of the Director and/or Associate Director of CIMBA.
- Support the faculty and staff in optimizing the quality and frequency of company tours or guest speaker opportunities by working with CIMBA staff, faculty, and local resources to organize events.

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.

Active Team Member

- Provide support for staff members and staff decisions by communicating regularly on how the administrative office, faculty, and Resident Interns are delivering on the basic beliefs and values of CIMBA.
- Communicate regularly with the Director and Associate Director through a weekly brief prepared and e-mailed to each party on all issues regarding the operation of the program in terms of the values and beliefs where we need to focus our attention moving forward.
- Organize, actively participate, and deliver feedback to all stakeholders (Resident Inters, colleagues, courses, and programs).

Conditions of Employment

- 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.

- 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 KT processes to facilitate the learning and application of KT processes at the Program.
- The Campus Life Coordinator is expected to continually incorporate new ideas and activities into the organization and improve already successful programs and activities.

Candidate Skills:

The ideal candidate:

- ✓ Has significant international experience, preferably in Italy, prior to accepting the position due to the nature and location of the CIMBA Programs.
- ✓ Has considered the risks and rewards of living in a foreign country for a minimum of two years
- ✓ Is a person who is willing to live in Italy full-time.
- ✓ Knows basic Italian or shows a commitment to develop basic conversational Italian skills.
- ✓ 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.
- ✓ Exhibits excellent communication skills in order to work with multiple stakeholders and situations often under time pressure and stress.
- ✓ Has demonstrated excellent leadership experience in past work positions and school.
- ✓ Has experience in selecting, executing, and managing projects while accounting for risk and performing contingency planning in the process.
- ✓ 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.

Compensation Package:

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

MBA Program

The CLCs are students attending the Part-Time 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. CLCs also have the opportunity to work on a consulting project and to attend other training and seminars.