



JOB DESCRIPTION  
Student Life Specialist  
Criswell College

**Position:** Full-Time, Student Life Specialist

**Start Date:** July 1, 2022

**Description:**

The Student Life Specialist will be responsible for overseeing all student related activities and functions to enhance the growth and development of all students by coordinating social, cultural, spiritual, recreational, and educational opportunities for students to engage with the campus and the community.

**Supervisor:**

The Student Life Specialist will be accountable to and supervised by the Director of Student Services.

**Responsibilities:**

1. Assists in the coordination of New Student Orientation (NSO).
2. Coordinates chapel, including worship, speaker introduction, POs for honorariums, and is the primary contact for students with questions regarding chapel credits.
3. Promotes and supports campus clubs and organizations; promotes the creation and development of new campus clubs and organizations; provides a semesterly orientation for all clubs and organizations; maintains appropriate contact with all clubs and organizations, including advisors.
4. Coordinates, prepares, and disseminates publications related to student clubs, student activities, student intramurals, and student services, to students, staff, and the community.
5. Works with Marketing Department to ensure SSO events are promoted in a timely manner and accurate information is given to students, faculty, and staff.
6. Assists the Director of Student Services in promoting, organizing, and coordinates campus special events such as Student Development Week, Church Ministry Fairs, President's Picnic, blood drives, movie nights, MLK Parade, Cinco de Mayo Festival, Black History Month events, Hispanic Heritage Month, and other activities.
7. Maintains accurate records of all Student Activities events and Student Government Association activities (including event request forms, budgets, contacts, contracts, media/publicity, and evaluations).
8. Prepares and administers questionnaires/surveys related to co-curricular activities to program



participants for evaluation purposes.

9. Coordinates travel arrangements for student related travel in accordance with College policies and procedures; community outreaches, camping trips, mission trips and other student outings.
10. Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
11. Assists in developing an online/virtual platform to provide student services and facilitate student engagement.
12. Coordinates with outside employers to promote jobs and is responsible for all matters dealing with jobs and/or internships for students.
13. Oversees planning and implementation of Welcome Week.
14. Coordinates a Win-Back Strategy for non-returning students
15. Contacts students needing to register for upcoming semester via phone and emails.
16. Oversees Registration process as it pertains to Student Services documents.
17. Performs all other duties, as assigned.

**Qualifications:**

- Bachelor's degree (Required)
- 2 years of higher education experience (Preferred)
- Experience with college retention efforts
- Knowledge and application of student development theory
- Ability to multitask with shifting priorities while demonstrating grace under pressure
- Ability to use various resources to problem solve
- Must possess exceptional time management skills
- Demonstrate strong organizational skills and the ability to manage multiple projects at once
- Customer Service/Support experience
- Proven ability to work both independently and in group settings
- Ability to use good judgment in working with faculty, staff, and students
- Strong interpersonal/communication skills
- Ability to maintain highest standards of confidentiality and display professional ethical conduct
- Proficiency in Microsoft Office Suite

**Contact:**

Interested parties should submit a resume and cover letter to:

Jeremy Bugh, Director of Student Services

4010 Gaston Ave. Dallas, TX 75246

Email: [jbugh@criswell.edu](mailto:jbugh@criswell.edu); Phone: (214)-818-1320