



Job Description

Position Title	Student Life Coordinator
Department/School	Campus Life and Welfare Development
Reports to	Manager Campus Life and Welfare
Supervises	None
Position Level	Band 1 (GSS)
Purpose Of the Role	A Student Life Coordinator plays a crucial role in fostering student engagement and campus culture. Responsibilities typically include organising student activities, clubs, and events; providing academic and personal support; collaborating with faculty and staff to enhance student success; and managing student organisations. They may also oversee orientation sessions, workshops, and training for new students and staff.
Detailed Roles & Responsibilities	
Service Delivery	• Serve as a primary point of contact for students, addressing their needs and concerns with professionalism and empathy. • Develop and implement student-centred programs and activities that promote engagement, inclusivity, and personal growth. • Provide timely and effective support to students, ensuring a positive and enriching campus experience. • Support and attend appropriate student activities and events alongside the Campus Warden, Matron, and Chaplain • Support the Chaplain in campus touring and organising ecumenical programs for students and staff, including Sunday Combined Services.

Quality	• Ensure all student programs and services meet high standards of excellence, safety, and inclusivity. • Continuously assess and improve program quality through feedback, evaluations, and best practices. • Maintain accurate records and reports to monitor program effectiveness and student satisfaction. • Provide feedback and recommend appropriate actions and solutions tailored to individual students' academic and educational needs.
Team work	• Collaborate with campus departments, student organisations, and external partners to plan and execute initiatives. • Foster a team-oriented environment by sharing ideas, supporting colleagues, and working towards common goals. • Participate in team meetings, training sessions, and professional development opportunities to enhance team capabilities.
Administration	• Manage budgets, resources, and logistical arrangements for student programs and activities. • Maintain organised records of events, attendance, and student participation metrics. • Assist with the development of policies, procedures, and documentation related to student services. • Support other administrative tasks as needed to ensure smooth operational functioning of student life activities.
Qualification & Experience	A Bachelor's degree in a relevant field such as education, psychology, or social work, along with experience working with students in an academic setting. Strong interpersonal, communication, and organisational skills are essential for success in this position. Experience • Previous experience of 2-3 years in student affairs, campus activities, or a related field is preferred. • Demonstrated ability to plan, organise, and execute events or programs for diverse audiences.

	• Experience in providing excellent customer service and supporting student needs.
Key Deliverables	• Maintain open lines of communication with students, parents, teachers, and administrators regarding academic and personal development. • Organise and facilitate student activities, spiritual programs, and ecumenical events in collaboration with campus staff. • Provide feedback and recommendations for continuous improvement of student support services. • Effective active participation and smooth execution of university events related to student welfare.
Key Selection Criteria (KSC)	1. Work Experience and Key Skills • Demonstrated experience in student services, student engagement, or related roles within educational institutions or youth organisations. 2. Communication Skills • Excellent verbal and written communication skills, with an emphasis on active listening and empathy. 3. Knowledge of Policies and Regulations • Familiarity with university policies, student welfare standards, and ethical guidelines related to counselling and student support. 4. Cultural Sensitivity and Inclusiveness • Strong ability to work effectively in a multicultural environment.

	5. Teamwork and Collaboration • Demonstrated ability to work collaboratively with university staff, students, and external stakeholders
Compliance	• Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and conditions	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies Annual Salary Range: \$ 43,920.72 - \$68,447.11 Annual Leave Entitlement: 20 working days Annual Gratuity: 15% of annual basic salary (paid bi- annually) Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  Aruana Runimetu 01/09/2026 Director Human Resources (ag) Date-Approved Additional Comments: