



FLORIDA COLLEGE

Job Description – Campus Life/Events Coordinator

The Dean of Students Office at Florida College is seeking applicants for the Campus Life/Events Coordinator position. This position oversees all student-facing campus events. The Campus Life/Events Coordinator will report to the Dean of Students.

Responsibilities:

- Coordinates Move-in Weekend, Fall & Spring New Student Orientation, and Bridging Week events with the assistance of the Orientation committee and the Student Body Government Association.
- Directs the selection, training, and coordination of Alpha Club in collaboration with the Dean of Students and Enrollment team.
- Directs the Student Leadership Program (SLP).
- Serves on the Student Success Committee to help improve student retention, through, but not limited to reporting on society membership and activity.
- Coordinates Society Rush Night.
- Serves on the IMPACT Day committee and assists with the IMPACT Gala as needed.
- Coordinates campus events during Annual Lectures.
- Manages the official Master Calendar, Student Events Calendar, and the gym usage calendar for athletics, intramurals, and other groups.
- Collaborates with the Facilities Team on event space rental requests and maintains policies related to campus events.
- Assists the Dean of Students office as needed, including enforcing dress code, taking daily chapel attendance, and chaperoning student events.
- Serves on the Campus Life committee.
- Manages various campus activities for students, faculty, and staff, such as blood drives and Fallidays.
- Coordinates ceremonies for the honorees of each court (Homecoming, Spring Queen, Mr. and Ms. FC, and Mr. and Ms. Royal Palm).
- Works closely with the Student Body Government Association and provides guidance and assistance for events as necessary.
- Coordinates Closing Week activities, including Nurse Pinning Ceremony, Legacy Coin Ceremony, and Graduation.
- Researches and develops innovations as it relates to Campus Life.



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Minimum Qualifications (Required)

- Bachelor's degree or equivalent experience
- Proficient in Microsoft Office Suite
- Ability to manage multiple projects and events at the same time
- Working some nights and weekends may be required as a part of this position

Preferred Qualifications

- 3-5 years of event planning experience

Interested applicants should submit resumes to Wes Mallory – Director of Human Resources at MalloryW@floridacollege.edu. **Priority consideration will be given to applicants whose materials are received by October 9, 2026.** If you have any questions, please contact Wes Mallory.

Florida College is committed to maintaining a safe and secure campus environment and protecting the institution's financial and physical assets. Therefore, Florida College conducts background checks on all employment finalists. Successful candidates must demonstrate support for Florida College's mission and values.

Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.