Coastal Pines Technical College

JOB DESCRIPTION

Student Affairs Coordinator

**Supervisor:** Vice President for Student Affairs

The Student Affairs Coordinator is responsible for coordinating student affairs functions.

**RESPONSIBILITIES:**

1. Conducts placement exams for applicants for enrollment and conducts post-testing for developmental studies students.
2. Plans and implements student recruitment activities.
3. Assists prospective students with the admission and readmission process.
4. Assists in providing Dual Enrollment Services throughout the Service Area.
5. Responsible for providing administrative support to the registration, reporting and student records functions.
6. Provides information to technical college prospective and enrolled students concerning state and federal financial assistance, registration process, vocational opportunities, program choice/change, educational requisites, technical college policy/procedure, state policy etc. throughout the students' educational tenure.
7. Oversees Federal Work Study program; manages Federal Work Study employees
8. Assists with the design and execution of special events, projects and activities as requested.
9. Assists with the set-up and development of forms and processes to aid in the efficiency of Student Affairs functions.
10. Coordinates the day-to-day responses and transactions for designated activities.
11. Assists with the design, set-up and execution of systems to aid in the efficiency of Student Affairs functions.
12. Organizes campus events including high school, middle school and student life events.
13. Assists with the development of the budget.
14. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Associate’s degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education \*and\* three years of related experience.

Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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| **Equal Opportunity Statement**  Coastal Pines Technical College (CPTC) does not discriminate on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu) 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu) 912.287.4098; [titleix@coastalpines.edu](mailto:titleix@coastalpines.edu) ADA/Section 504 Coordinator, [ada@coastalpines.edu](mailto:ada@coastalpines.edu) ; All Campuses, 1777 West Cherry Street, Jesup, Georgia. |

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