



## **Campus Life Coordinator – Full position description 2015**

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 Masters of Business Administration program in the Fall semester. Applicants must meet admission requirements for the University of Iowa MBA program. The job start date is August 20. The applicant is expected to work from August 20 – December 22 and then again from January 10 to 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 the CIMBA Programs by embracing and employing the basic beliefs and values of the CIMBA organization. The candidate will work in the CIMBA Program Administrative Office full time, under the direction of the Assistant Director of CIMBA, Cristina Turchet. He/she will work directly with the Students, CIMBA Faculty, Resident Interns, Istituto 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 the students, faculty and the 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 the CIMBA Program.

### **Administrative Responsibilities**

- Plan and coordinate semester and summer academic schedules, including recreational activities and field trips with CIMBA Staff and Resident Interns' assistance.
- Coordinate day-to-day operations of shared campus facilities, equipment, and property with Istituto Filippin staff.
- Work in conjunction with the UI Italy Office to prepare and update academic files and resources for faculty and CIMBA Staff before and during each session.
- Coordinate the Faculty and Student Check-In and Check-Out Days at the beginning and end of each program.
- Assist in the preparation and delivery of all student orientations (academic, general program, travel, and repatriation) and all faculty orientations (general program and academic).
- Develop, plan, and deliver CAP and other Seminars based on semester needs.
- Develop, plan, coordinate, and distribute a semester and summer newsletter to all current, former, and future students, faculty, and staff.

### **Coordination of Resident Interns**

- Assist in the transition, development, and training of Resident Interns upon their arrival to Paderno del Grappa. This includes three days of training for semester programs and two days for summer sessions.
- Create a weekly schedule of Resident Intern office hours to ensure that administrative staff are available during nights and weekends as well as on-call for travel breaks.
- Work with the Resident Interns in the office to ensure they have projects to work on in line with the beliefs and values of CIMBA.

- Provide a lead presence and offer support to Resident Interns in approaching and documenting students in violation of behavior policies on campus when necessary.
- Participate in student conferences with Director and/or Assistant Director when reviewing student behavior and policy violations.
- Monitor and supervise the use of CIMBA Campus and Istituto Filippin facilities, equipment, and property to ensure students and faculty have properly functioning equipment and classrooms with supplies and materials.
- Organize bi-monthly meetings with Resident Interns and CIMBA Staff to review student progress, facilities, work processes, and measure how basic beliefs and values are being met relative to objectives of the organization.
- Help in the recruitment, coordination, training and development of new Resident Interns through coordination with the University of Iowa and the CIMBA Program.

### **Event and Activity Programming**

- Create opportunities for student self-discovery and encourage student participation in personal and professional development opportunities.
- Provide support and help facilitate the development and organization of Faculty Advisor Group activities by assigning a Resident Intern to coordinate the group's activities with the assistance of the faculty advisor.
- 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.
- Schedule, plan, and involve faculty and CIMBA Administration in the delivery of the Career Development Week each semester at the CIMBA Program.
- Develop new education and career development workshops, courses, and activities under the direction of the Director and/or Assistant Director of CIMBA.

### **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 Assistant 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.
- Participate in personal and program evaluation at the end of each program session.
- Provide feedback to the Resident Interns on their performance through a mid-program and final program performance evaluation.

### **Conditions of Employment**

- The Campus Life Coordinator is expected to abide by the rules set forth in the CIMBA Student Behavior and Policy Agreement.
- Weekends and travel breaks should be coordinated among Resident Interns, CIMBA Staff and Assistant 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 in order to facilitate the learning and application of KT processes at the Program.
- Continually incorporate new ideas and activities into the organization and improve on already successful programs and activities.
- 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 with 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.

**Candidate Skills:**

The ideal candidate will:

- Have some significant international experience, preferably in Italy, prior to accepting the position due to the nature and location of the CIMBA Program.
- Have studied at the CIMBA Program prior to application for the Program Coordinator Position, preferably recently.
- Have considered the risks and rewards of living in Italy and a foreign country for a minimum of two years, with the ideal candidate being a person who is willing to live in Italy for a minimum of two years.
- Know basic Italian or show a commitment to develop basic conversational Italian skills.
- Have the ability to command a presence in the office and on campus due to their ability to clearly communicate, give highly effective presentations, build consensus, and motivate students and staff.
- Show 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.
- Have excellent time management skills and the ability to manage changing agendas and multiple demands simultaneously.
- Possess excellent communication skills in order to work with multiple stakeholders and situations often under time pressure and stress.
- Have demonstrated excellent leadership experience in past work positions and school.
- Have experience in selecting, executing, and managing projects while accounting for risk and performing contingency planning in the process.
- Have a problem solving mentality and a 'can do' and 'we will succeed' attitude.
- Good academic records 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.