



501 East 38th Street
Erie, PA 16546

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Activities and Spirit Coordinator

Location: Erie
Department: Student Life
Reports To: Director of Campus Involvement
Full/Part Time: Full time
Classification: Non-exempt

POSITION SUMMARY

Mercyhurst University seeks to fill the position of Activities & Spirit Coordinator. This full-time, twelve-month position is part of the Student Life Program. Working under the direction of the Director of Campus Involvement, the Activities & Spirit Coordinator provides leadership and coordination for all activities and spirit programs on campus. These services are provided to the students of Mercyhurst University, and serve to

DUTIES Assist in implementing year-end training for the MAC/SAC leadership team

- x Supervise MAC/SAC activities to oversee facility usage, policy adherence and problem resolution.
- x Meet weekly with MAC/SAC Programming Board & MAC/SAC Chairs.

Mascot (Luke the Laker):

- x Oversee recruitment and training of all student mascots and assessment of performance.
- x Establish and maintain the consistency and history of Luke the Laker.
- x Promote spirit, engagement, and connection to a wide variety of university and community programming.
- x Maintain confidentiality of student mascot identities.
- x Seek out opportunities for appearances of the mascot both on and off campus.
- x Manage the mascot's calendar of appearances and all aspects of caring for the mascot suit.

Recognized Student Organizations (RSCOs):

- x Supervise and manage RSCOs including application, program monitoring, transition process.
- x Oversee RSCO funding process with Student Government representatives.
- x Organize and manage Fall and Spring Campus Involvement Fairs.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above.
Send cover letter, resume and 3 work-related references to:

Human Resources
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