



Vacancy Announcement

Margibi University
(formerly Harbel College)

Position Title: **Student Activities Coordinator**
Division: **Student Affairs**
Reports To: **Vice President of Student Affairs**
Salary / Benefits: **Commensurate with position and experience**
Closing Date: **Open Until Filled**
How to Apply: **Email CV, Credentials, Contacts for 3 References, and Cover Letter to: hr@hc.edu.lr**

Position Summary:

Margibi University is seeking a dynamic, motivated, and student-centered individual to serve as Student Activities Coordinator. This position plays a vital role in fostering a vibrant campus life by for students planning, promoting, and implementing student programs and extracurricular activities to enhance student engagement, leadership, and personal development. The Coordinator will work closely with student leadership, campus organizations, university departments, and the Division of Student Affairs to ensure an inclusive, culturally relevant, and enriching student experience.

Key Responsibilities:

- Plan, organize, and oversee student activities, including clubs, organizations, sports, student government, social events, academic competitions, cultural celebrations, field trips, etc.;
- Support and advise student clubs and organizations; assist in the development of new student-led initiatives;
- Coordinate major campus traditions such as orientation, student elections, student recognition events, and campus day celebrations;
- Foster student leadership and personal growth through workshops, training, and mentoring;
- Ensure all programs and activities are inclusive, align with the university's values, and reflect the diverse student population of Liberia;
- Develop and manage the Student Activities calendar and ensure effective communication through notice boards, campus media, and digital platforms;
- Prepare and manage the budget for student activities and ensure financial accountability;
- Serve as liaison between students and the Division of Student Affairs;
- Maintain records, reports, and evaluations of student activities

Qualifications:

- The successful candidate must hold a minimum of Bachelor's degree in Education, Public Administration, Social Sciences, or related fields. Minimum of 3 years of experience in student services, youth development, or event coordination.
- Experience in a higher education setting is strongly preferred.
- Strong organizational and planning skills, and the ability to work effectively with diverse student populations