



Position Title: **Coordinator of Student Services**

Last Updated: April 2025

Reports To: Dean of Students

Status: Non-Exempt-Hourly  
Permanent Full-time

Schedule: 11 Month position, August through June; Base 40 hours per week Monday through Friday \*\*  
\*\*Wednesday on a Class Saturday week, 8:30 AM- 12:30 PM  
Class Saturday Morning; May include other occasional hours for special events coverage as necessary

Benefits: Full benefit eligibility  
Tuition Remission Eligible - No

**Summary Description:**

Provide direct support to the Dean of Students, Associate Dean of Students, and all areas of student services with the oversight of the recordkeeping for student matters. Manage the day-to-day activities of the reception area.

**Essential Functions:**

- Maintain presence and greet visitors in the reception area of the Schoolhouse in a professional and courteous manner
- Interact positively and consistently with students and families to provide support and guidance
- Assist in the day-to-day operation of the Deans' Office to ensure consistency with student service goals, strategic plans, policies, and procedures
- Track daily attendance and follow-up on any issues or discrepancies
- Provide administrative support for the Dean of Students Office, including Class Deans and the International Student Coordinator
- Assist International Student Coordinator with SEVIS as appropriate
- Monitor the Dean's Office extension, assist as appropriate, or direct calls to the appropriate party
- Maintain various student records such as: attendance, behavior, day/weekend leave requests, etc.
- Maintain database calendars for all residential duties and responsibilities
- Serve as liaison between Dean's Offices and Health and Wellness Center with regards to student absences from the classroom, meetings, sports, activities, and any required obligation
- Collect, sort and review weekend permissions through Reach and communicate with families and hosts to ensure adequate supervision and compliance with school policies
- Provide correspondence to faculty, students, families, etc. on a need-to-know basis or as directed by one of the Deans
- Coordinate student transportation for student breaks and/or extended weekends; collect information and details from students and disseminate that information to the faculty
- Perform routine office duties including copying, filing, faxing, and organizing of materials and data.
- Coordinate and complete work permit applications for students as needed

**Additional Responsibilities:**

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must always maintain high level of personal hygiene and cleanliness
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment

Additional Responsibilities cont'd:

- All School employees must acknowledge receipt of the current Williston Employee Handbook and abide by all rules, policies, and procedures stated in such document
- Other duties as needed/assigned by the Dean of Students

Qualifications:

- Associate degree required; bachelor's degree preferred
- Three years similar experience, preferably with direct experience/knowledge of independent boarding schools
- Positive appearance, attitude and presentation with a strict sense of confidentiality and a commitment to customer service
- Must have strong background in MS Office (specifically, Word and Excel); the Internet; knowledge of Veracross/Axiom a plus; and basic familiarity with learning management and student information systems
- Must be able to work intuitively and independently as well as part of a team
- Strong organizational skills for multi-tasking and prioritizing responsibilities in a fast-paced environment
- Demonstrated writing, interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, families and other constituents of the School
- Strong and natural ability to effectively manage a high volume and wide variety of student services that are characteristic of the office
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must possess valid driver's license
- All employees are required to participate in annual Human Resources training as a condition of employment
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur if an employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative role performing duties in a typical office setting and thus is exposed to minimal adverse working conditions
- The employee may spend long hours in intense concentration
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.