

Student Activities Facilitator: Duties and Responsibilities

The Student Activities Facilitator is responsible to the Assistant Director of Admissions/Assistant Registrar. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.09 & Texas Education Code 51.215)**

Specific Duties Include:

1. Coordinate and provide Student Activities to all students on the Vernon Campus.
2. Advertise Student Activities through communication platforms (e.g., social media, bulletin boards, TV monitors).
3. Foster a sense of belonging among Vernon Campus students by building community, promoting inclusion, and cultivating meaningful connections
4. Host Student Activities in the evenings, at the lunch time period, and during select Vernon College volleyball, softball, and baseball games including the Vernon College Rodeo.
5. Manage use, upkeep, and replenishment of Chappie's Nest student lounge area.
6. Build meaningful relationships with Vernon Campus students to support effective communication and inform the development of student-desired activities.
7. Host the Vernon Campus ChapsLEAD program in cooperation with the Wichita Falls ChapsLEAD designee.
8. Work with the Coordinator of Housing and Athletics to schedule Student Activities at the best times for optimal attendance.
9. Manage weekly hours to not exceed part-time employment status at Vernon College.
10. Function as a team member of the Division of Student Services professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the College.
11. To assume other responsibilities on assignment by the Assistant Director of Admissions/Assistant Registrar, Vice President of Student Services, and the Vernon College President.

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