



501 East 38th Street  
Erie, PA 16546

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[mercyhurst.edu](http://mercyhurst.edu)

## 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 of campus activities and programs. These services are provided to the University, and serve to enhance the student experience.

**DU** 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 Bands and 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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