

## The Arava Institute is seeking a Campus Life Coordinator

### Job description

The job of the Campus Life Coordinator is to take a holistic approach to the care of the students and interns of the Arava Institute. The Campus Life Coordinator is part of a larger campus life team and is directly responsible for the students' physical, mental and emotional well-being. The Campus Life Coordinator is also responsible for the day-to-day running of the Arava Institute campus, including community programming and development.

### The role of the Campus Life Coordinator is:

- To be directly responsible for students well-being (physically, mentally and emotionally) and establish and maintain good communication and connection with students
- Running the day-to-day operations of the campus; campus maintenance, social activities, campus administrative issues such as budget management, coordination of alumni visits on campus and the observance of campus life rules and regulations
- To work with the Campus Life Director to create a supportive campus environment (social, physical, and cultural) and rich campus life program
- To supervise the campus maintenance worker
- The contact person for the kibbutz regarding day-to-day student interaction with the kibbutz community.
- To support academic departments needs as required
- To help to organize logistics and content for trips and events

**Skills required:** The Campus Life Coordinator must be a warm, organized and empathetic individual with strong communication skills who enjoys working as part of a team.

A suitable candidate must have

- An interest and enthusiasm for working with young adults
- Excellent interpersonal skills with ability for creative thinking and problem solving
- Excellent organizational skills
- Availability for work hours which are flexible and unconventional on a regular basis during semester
- English and Hebrew proficiency, Arabic an advantage
- Enthusiasm about the vision and the goals of the Arava Institute
- a valid driver's license

### Conditions of employment:

- Full-time employment with unconventional hours
- Preference for those who live on, or are willing to relocate to Kibbutz Ketura
- Works under the supervision of the Campus Life Director and Program Director
- Approximate start of work: July

If you are interested in the position, please send your CV to Eliza Mayo at the Arava Institute: [info@arava.org](mailto:info@arava.org)

[www.arava.org](http://www.arava.org)