



Classification Title: Student Activities Coordinator

Department:	Office of Student Affairs	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	Director, Student Affairs	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists in organizing, coordinating and overseeing the daily operations, activities, events and support services of the District's Student Activities Office, Student Computer Lab and Club Hub; serves as a liaison between student clubs, student advisors and the Student Activities Office; works with student organizations to ensure that District policies and procedures are followed; oversees the production and sale of Student Activity Cards; monitors budget and provides lead guidance to lower-level staff.

DISTINGUISHING CHARACTERISTICS.

The Student Activities Coordinator is distinguished from the Student Support Specialist II by the former's responsibility for the coordination and support of student extracurricular and non-academic educational programs and for providing lead guidance to lower-level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates, organizes and oversees the daily operations, activities and services of the District's Student Activities Office, Student Computer Lab and Club Hub; serves as liaison between various club advisors and the Student Activities Office; assists students with questions related to activities, events, meetings, fundraisers and conference travel; develops and promotes a variety of events that meet the Student Activities Office objective to educate students in cultural and social responsibility.
2. Serves as advisor to the Associated Student Government (ASG) and to the Inter-Club Council (ICC); meets regularly with club chair and co-chair and provides guidance; assists with the development and maintenance of agendas and meeting minutes; assists students with promotion and recruitment activities; promotes and oversees student elections throughout the District; coordinates and attends student club events and travel; may attend and chaperone ASG conferences and activities.
3. Regularly visits and attends other club meetings; attends student activities and provides training and instructions to club faculty advisors; assists in the creation of new clubs including completing required documents, recruiting and training faculty advisors and training student leadership.
4. Coordinates the production, promotion, sale and distribution of Student Activity Cards; communicates with other District personnel to coordinate Student Activity Card availability, sales and services; schedules student workers at various locations to sell cards.

5. Assists in coordinating on-campus events including assisting students in preparing facilities request forms, work orders and requisitions; reviews various forms and materials for completeness, accuracy and compliance with established regulations, procedures and standards; works with other District departments and student groups to publicize events; coordinates and participates in event setup; responds to questions and assists in resolving concerns and complaints.
6. Drafts and maintains student activities budget and may monitor student club budgets; approves and processes invoices for budget expenditures; maintains program tracking databases and files for student activities; collects data for or conducts program evaluation, measurement and verification activities; prepares or collects data for statistical, financial, participant and program activity reports.
7. Provides lead work guidance and assists in scheduling student workers; assists in assigning work of lower-level employees; ensures completeness, accuracy and conformance with District/departmental standards; provides information, guidance and training on work processes and technical procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

Marginal Functions:

1. Performs community outreach; plans, schedules and hosts class, school and community agency visits to Palomar College.
2. Coordinates use of student lockers on campus.
3. Develops and maintains handbooks, forms and related policies and procedures.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible administrative support and advisory experience in college-level student activities, or a closely related environment.

Education/Training: Equivalent to an associate's degree from an accredited college or university with major coursework in a field related to the assignment.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Principles and practices in the use of student organizations and activities to enhance the college experience and create leadership development activities.
2. Operations, policies and objectives applicable to student activities.
3. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
4. Federal, state and local laws, codes, rules, regulations and court decisions applicable to student activities for community college students.
5. Basic conflict resolution methods and techniques.
6. Basic research methods and data analysis techniques.

7. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
8. Modern office practices, procedures and equipment including computers and applicable software programs.
9. Principles and practices of public administration for budgeting, purchasing and recordkeeping.
10. Principles and practices of sound business communication.

Skill in:

1. Assigning and inspecting the work of lower-level staff.
2. Organizing and overseeing the day-to-day operations, activities and services of community college student activities programs
3. Advising and influencing student organizations in serving the interests and needs of their memberships.
4. Planning and delivering oral and written presentations to students regarding policies on student activities.
5. Providing leadership opportunities to students through various clubs, groups and advisory boards.
6. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
7. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
8. Interpreting, applying, explaining and reaching sound decisions in accordance with policies and procedures relative to assigned areas of responsibility.
9. Communicating clearly and effectively, both orally and in writing.
10. Preparing clear, concise and accurate reports, correspondence and other written materials.
11. Operating a computer, enterprise and spreadsheet software and other standard office equipment.
12. Organizing and maintaining specialized files.
13. Maintaining confidentiality of student files and records.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
16. Establishing and maintaining effective working relationships with those encountered in the course of work..

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate. The employee may be required to work various shifts at night, on weekends and holidays as needed.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit and stand for long periods; and use hands to repetitively finger, handle and feel computers and standard business equipment. Requires occasional travel to other locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.