SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT ACTIVITIES COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Student Activities, assist with various student activities and services including overseeing the daily functions of the Student Center; and to assist in developing, organizing, and coordinating various clubs and cultural, educational and social programs for a diverse student population.

REPRESENTATIVE DUTIES:

Oversee and participate in organizing the daily activities of the Student Center including conference room, game room, computer lab, and kitchen areas; assure compliance with established rules and policies. E

Monitor the computer lab operations and functions; implement policies and procedures as directed; maintain appropriate student staffing. E

Coordinate the use of the game room equipment; ensure compliance with established procedures and regulations; perform troubleshooting; communicate with vendor for repair services. E

Assist in the promotion of Student Activities card services and functions; communicate with other District personnel to coordinate student activities card services with other departments and programs; distribute and coordinate appropriate materials and publications. E

Attend and monitor Associated Students Organization (ASO) and club activities; review and calendar club activity requests and off-campus facility requests; submit forms to Director of Student Activities for final signatures and approval of activities. E

Monitor the club budgets; maintain accurate budget balances, records, statements, and accounts; prepare reports as needed; review and audit financial transactions made by student organizations on campus. E

Assist in the coordination of outside vendor sales; request equipment and facilities; monitor cash receipts and payments. E

Edit and approve publicity for distribution including flyers, posters, literature, and other materials prepared by student groups and off-campus organizations. *E*

Oversee and coordinate the planning and production of college-wide cultural recognition events. E

Develop and maintain handbooks, forms, and related policies and procedures. E

Assist in development of student leadership retreats, conferences and workshops, forums, fairs and festivals as assigned. E

Maintain communication with other departmental and outside contacts regarding ASO and club affairs. E

Review and recommend changes to ASO memoranda and letters. E

Provide general support for Office of Student Activities programs, services, and activities. E

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a student activities program.

College facilities, programs and activities.

Principles and practices used in coordinating a variety of activities, programs, and events at a community college.

District policies and procedures and ASO and ICC constitutions.

Basic principles of accounting and bookkeeping.

Pertinent Federal, State, and local student activities program regulations, guidelines, laws, policies, and procedures including pertinent California Education Code sections and legislation governing student groups and activities.

Parliamentary procedure.

Modern office procedures, methods, and equipment including computers and applicable software.

English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

ABILITY TO:

Provide guidance, assistance, and direction to student groups and organizations.

Review, monitor, and update assigned budgets.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain records, files, and calendars.

Work independently with little direction.

Develop promotional materials, programs, brochures and flyers.

Provide accurate information to students regarding College programs and services.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associate's degree or two years of college course work in business administration or related field and two years increasingly responsible student services experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Excessive intermittent noise.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read and verify accuracy of data.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Lifting and carrying moderately heavy objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Created: August 18, 2000

Johnson & Associates - Approved by the Governing Board, December 12, 2001