

Student Activities Coordinator

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
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| | Non-exempt | Administrative Support | Local One | 53 | 04/01/07 | Classified | 1 of 2 |

DEFINITION

To support and advise student organizations and coordinate their activities with other campus departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Advise and support student organizations with the planning and coordination of both on and off-campus activities, ensuring required paperwork is completed accurately and thoroughly.

Ensure student clubs and activities comply with policies and procedures related to student organizations.

Provide support and guidance to club advisors; verify qualifications.

Provide support and guidance to clubs on effectiveness, organization, policies and procedures.

Advise and assist new clubs with becoming registered student organizations. Advise and assist continuing clubs on updating their status or reactivating organizations. Process forms and maintain records.

Maintain and publish calendar of student activities.

Coordinate the scheduling of facilities and equipment for student-sponsored events, including the Student Union Conference Room, if applicable.

Co-advise the Inter Club Council, attending weekly meetings and assisting with retreats.

Type a variety of correspondence, including memos, letters and forms.

Assist with outreach to campus and high school students to promote student involvement and opportunities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Rules and policies governing student organization programs.

Philosophy and objectives of student organization programs.

Modern office procedures, practices and methods.

English usage, vocabulary, spelling, grammar, and punctuation.



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Typical modern office computer software programs such as word processing and presentation.

Skill to:

Provide service and support to a diverse population.

Advise, support and coordinate the operation of various student organizations activities.

Analyze situations and make sound decisions in procedural matters independently.

Communicate effectively and tactfully in both oral and written form.

Operate office machines and required computer programs.

Establish and maintain cooperative work relationships with those contracted in the performance of required duties.

Function in a fast-paced environment with significant public contact.

Type at a speed of not less than 35 words per minute from clear copy.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience

Two years increasing responsible experience in a related field which involves extensive public involvement, student advising, outreach, or student activity coordination.

Training

Equivalent to completion of the twelfth grade or supplemented by training in working with the public or event planning.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Actions: This classification was adopted by the Governing Board in November 1988. The Governing Board approved revisions effective 4/1/07.