

STUDENT UNION COORDINATOR

DEFINITION

To plan, coordinate, and direct programs associated with the operations of the Student Union building; to develop, coordinate and supervise student government programs and activities; to participate in the preparation of program budgets and fund-raising efforts; to train and supervise assigned staff; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Student Activities Coordinator position in that an incumbent supervises the budget of and the activities in the Student Union building in addition to developing, coordinating and supervising student activities and student government programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from as Assistant Dean of Student Services.
Exercises technical and functional supervision over student assistants and other assigned staff.

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

Participate in the planning, development, research, and implementation of Student Union programs, services, budgets, and fund-raising efforts.

Monitor and oversee the daily operations of the Student Union building including food services and recreation room; develop and implement program evaluations of food services and the vending operation.

Plan, organize, assist, and direct the operation of intercollegiate athletic events and student activities programs; serve in an advisory and coordinating role to student government and to student groups.

Assist in establishing and implementing college policies and programs related to the Student Union building and student activities.

Oversee the accounting and disbursement of student funds; review and recommend budget transfers; maintain records and reconcile accounts.

Advise and assist new student clubs with chartering; process forms and maintain records.

Select, train, and supervise student assistants and other assigned staff.

Accompany and oversee student groups at statewide conferences.

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Develop and maintain a master calendar of student activities; prepare student activities guidelines, handbooks, and related materials.

Coordinate the scheduling of the student union facilities and student-sponsored events.

Word process or type a variety of correspondence including memos, letters and forms.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge of:

Rules and policies governing student organization programs.

Philosophy and objectives of student organization programs.

Basic accounting principles and practices.

Principles and techniques of supervision.

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

Skill to:

Plan, coordinate, and supervise the operation of various activities of student organizations and campus clubs.

Develop, establish, and implement effective programs, activities, policies, and fund-raising efforts for student activities.

Prepare and monitor program budgets; prepare and maintain accurate records and accounts.

Select, train, and supervise student assistants and other assigned staff.

Analyze situations and make sound decisions in procedural matters without supervision.

Use a computer to perform word processing and to access and update records and files.

Understand and carry out both oral and written instructions.

Communicate effectively, both orally and in writing.

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

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

Three years increasingly responsible experience in a related field which included public relations tasks and which provided for contact with young people. Previous supervisory experience and accounting experience or duties involving budget development and monitoring is desirable.

Training

Completion of at least 12 units of college level course work in business administration, of which 6 units were in accounting.

License/Certificate:

Possession and maintenance of a valid, appropriate California driver's license and a good driving record.