

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



STUDENT ACTIVITIES COORDINATOR

**420169/29
FLSA: NON-EXEMPT**

DEFINITION

Under general direction, organize, coordinate, supervise and direct all student activities programs and services which support the academic, administrative, and student service functions of the college, and perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Student Development & Athletics. May exercise technical or functional direction over lower-level staff and student workers.

CLASS CHARACTERISTICS

This is a journey-level class responsible for the oversight and coordination of the office of Student Development. Responsibilities include performing specialized office support duties to the assigned department to ensure efficient service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with staff and the public, as well as performing various research functions. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Meet and work with the Student Council as co-advisor regarding campus governance, student leadership, program planning, Associated Student Body (ASB) budget and expenditures, and duties of each officer.
- Recommend budgets, policies, procedures, rules and regulations relative to student life issues.
- Plan, organize, and direct assigned personnel involved in student life projects and activities.
- Counsel student in time management, stress and conflict resolution.
- Assist the Director of Student Development & Athletics as requested.
- Oversee a wide variety of student cultural activities sponsored by Student Council such as lectures, forums, musical programs, dance performances, and talent showcases.

- Assist the Director of Student Development & Athletics in identifying guest speakers and performers for each of the annual institutional programs including Latino Awareness Month, Martin Luther King Day, Black History Month, International Day, Cesar Chavez Day, Academic Awards Tea, Homecoming, and Commencement.
- Contact vendors to rent or purchase supplies and equipment for programs that need special arrangements, including folding chairs and tables, backdrop curtain, potted trees, balloons, flags, floral centerpieces.
- Direct, supervise and evaluate the activities, programs and services coordinated by the Student Development Office.
- Develop and implement appropriate methods and procedures to provide effective and successful social, cultural and instructional activities for students.
- Assure that Student Development Office events function well regarding safety, etiquette, decorum, and are held according to district policies.
- Operates appropriate equipment as necessary.
- Enter and receive data, maintain records, and generate reports.
- Maintain inventories and stores all Student Lounge equipment, furniture, tools, supplies and materials.
- Complete ASB performance contracts for guest speakers and performers to ensure a check is available at the time of performance.
- Collect money and keep detailed records for major ASB fundraisers in accordance with District procedures.
- Manage the physical arrangements at the Student Lounge for all programs and meetings scheduled including setting up a stage, chairs, moving tables, hanging banners and decorations, and audiovisual equipment.
- Coordinate the annual Student Council Leadership Retreat; arrange hotel accommodations, meals, travel, and activities.
- Maintain Student Lounge facility, equipment and supplies; prepare and submits service request; order supplies and equipment; maintain records.
- Attend Student Council meetings and workshops to give advice and reports on upcoming student activities and submit items for ASB Expenditures Approval List.
- Prepare a variety of reports of activity reports, memos, and letters; design flyers to promote programs and special events to be distributed throughout campus.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative policies and pertinent sections of the Education Code.
- Student Council government rules and regulations.
- Basic budgeting and accounting procedures.
- Business writing methods and techniques.
- Record keeping principles and procedures.
- Report writing methods.
- Purchasing procedures.
- Office practices, procedures and equipment.
- Word processing and spreadsheet programs.
- Leadership and motivational techniques.
- Group dynamics and student leadership qualities.
- Basic contract preparation and administration procedures.

Ability to:

- Operate personal computer and standard office equipment.
- Operate telecommunications equipment, computerized photo identification card system, and College Television Network closed circuit satellite system.
- Plan, organize and motivate the Student Council officers.
- Balance the educational and recreational needs of the students when planning programs and events.
- Interpret and apply administrative policies and procedures.
- Understand and follow oral and written instruction.
- Maintain detailed records.
- Communicate effectively both orally and in writing and work cooperatively with Student Council, co-workers, supervisors, management, public, and other department representatives.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university preferably with a major in education, public administration, business administration, or related field, plus three (3) years experience planning educational and/or cultural programs for college level students and working with students in a leadership role including one year in coordinator position.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.