#### STUDENT ACTIVITIES COORDINATOR

#### **CLASS SUMMARY**

Under general direction; plans and coordinates all social, cultural, educational and special student programs, events, and activities; serve as resource person and advisor for campus clubs, organizations, and government; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Supervise and coordinate the Student Activities Center; planning, advertising, promotion and production of activities; advise, counsel, direct and monitor all Associated Student Government meetings, activities and promote and facilitate student leadership experiences; coordinate Student Leadership Institute, obtain presenters, and work collaboratively with local universities to enhance partnerships; oversee the disbursement and expenditures of student fees; allocate and manage fiscal budgets for student clubs and student government; review and prepare contracts for performers and vendors; develop funding proposals for internal and external organizations to cultivate funding sources for additional programs; -train and direct the work of student staff; responsible for assessment of student involvement and evaluation of programs; work and consult with administrators and collaborate with faculty and staff to enhance student life initiatives; perform related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator. It directs and supervises part-time help and student volunteers and officers.

## **DESIRABLE QUALIFICATIONS GUIDE**

## **Training and Experience**

Any combination training and/or experience equivalent to a Bachelor's degree in public administration, education, student personnel services, or related field and two years of increasingly responsible experience in the organization and coordination of student programs and activities.

#### **Knowledge and Abilities**

<u>Good Knowledge of</u>: college policies and procedures regarding student activities and events; procedures, safeguards and legal implications of hiring entertainers and speakers; functions of various student offices, clubs, and activities; campus facilities.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

CLASS SPECIFICATION

# **STUDENT ACTIVITIES COORDINATOR (continued)**

<u>Knowledge of</u>: procedures for preparing various printed materials (brochures, handbooks, newsletter); counseling, advisory and public speaking techniques.

<u>Ability to</u>: communicate effectively orally and in writing; delegate responsibilities to student and community groups with effective monitoring; coordinate and prioritize activities of numerous groups; organize and project own workload so as to meet seasonal demands of school calendar.