

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: UNIT: A
PROPOSED SALARY RANGE: 105

CLASS TITLE: STUDENT ACTIVITIES COORDINATOR

BASIC FUNCTION:

Under the direction of the Director-Student Life, oversee the development, implementation and day-to-day administration of Associated Student Government sponsored events, programs and activities; provide information and assistance to student leaders in planning and coordinating student government events and activities; assist with promotion and publicity of student government and student leadership initiatives campus-wide.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Advise, support and encourage responsible student leadership by providing educational and social co-curricular programs, events and services that meet the needs of the diverse student population at Mt. San Antonio College.

Attend weekly Associated Students Senate meetings and Inter Club Council meetings; provide information and assistance to student leaders in planning and coordinating student government events and activities.

Design, develop and oversee implementation of appropriate marketing strategies and initiatives directed for student activities; assist in the design, production and editing of advertising/publicity materials for Associated Student sponsored events, programs and activities.

Train and provide work direction and guidance to others as directed.

Assist with effective program planning; develop and implement projects and programs to assist in accomplishment of established goals; oversee facilities requests, contracts, payments and other related information.

Assist with the overall promotions and publicity of student government and student leadership initiatives campus-wide; maintain daily activities calendar for student government; assure the campus community is informed of upcoming Associated Student events and activities.

Assist in problem-solving and providing direction in event planning to student officers assuring that college policies and procedures are followed.

Oversee the maintenance of the Associated Students website; assure information is current and updated regularly.

Oversee and coordinate Associated Students Leadership retreats and activities including the annual

Fall Student Leadership Institute; coordinate Associated Students involvement in campus events including Club Rush and Senior Day; supervise student activities and travel to off-campus events and conferences as assigned.

Prepare and deliver presentations to student organizations, campus faculty, staff and community groups regarding the Associated Students and Student Life Programs; assist with student training workshops and activities.

Serve as the advisor to the Associated Student Activities Committee; serve as secondary advisor to the Associated Students Government upon the absence of the Director-Student Life.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Practices and procedures related to student activities programming, student leadership and student government.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.

Principles, practices and techniques of providing educational and social co-curricular programs, events and services.

Public relations communications, including media and marketing techniques.

Operation of standard office equipment including a computer and assigned software.

Oral and written communication skills.

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

Record-keeping and report preparation techniques.

Basic public speaking techniques.

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Lead and advise student leaders to include supporting and encouraging them in organizing, planning and prioritizing their tasks and responsibilities.

Provide student activities guidance to student government representatives.

Participate in a variety of public relations and publicity activities.

Design, develop and oversee implementation of appropriate marketing strategies and initiatives directed for student activities.

Interpret, apply and explain rules, regulations, policies and procedures.

Assess student needs and develop viable plans and alternatives.

Oversee the maintenance of the Associated Students website.

Develop, plan and implement short and long-range goals.

Communicate effectively both orally and in writing.

Work effectively with a diverse student population.

Work independently with little direction.

Plan, organize and prioritize work.

Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Exercise good judgment in a high volume and demanding environment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in the social sciences, public or business administration, or related field and two years of experience directly related to student activities, event coordination or directing student programs in a college setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.