

**MT. SAN ANTONIO COLLEGE
JOB DESCRIPTION**

Job Title:	Student Relations Specialist	Range:	59
Date Revised:	6/11/03	Date Approved:	5/28/03

PRIMARY PURPOSE

This position is responsible for handling general clerical duties in the Student Life Office and overseeing student's Inter Club Council, serves as the liaison between the Student Life Department and various student club advisors, provides clerical support for student clubs and facilitates annual student events.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Advises and trains students, student groups, and Inter Club Council in the correct policy and procedures as it relates to Inter Club Council; oversees the Inter Club Council budget
2.	Assists in problem solving, planning, decision making, and providing direction to club representatives, ensuring that College policies and procedures are followed
3.	Serves as a liaison between the Student Life Department and various club advisors
4.	Oversees committees and public presentations, i.e., Inter Club Council student awards, ad hoc committees, etc.; assists club representatives in planning and implementing advisor appreciation dinners which recognize club advisors
5.	Coordinates the arrangement of on- and off-campus presenters
6.	Assists with all information and contacts pertaining to all events sponsored by Inter Club Council; organizes blood drives, join-a-club days, etc.; arranges for facilities, judges, and materials necessary for overseeing each event
7.	Oversees and assists with duplicating agendas, minutes and any materials needed for Inter Club Council Meetings; develops materials for informational workshops for club officers, members, and advisors each fall and spring semester
8.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
9.	Performs related duties as assigned

WORKING RELATIONSHIPS

The Student Relations Specialist maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

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EDUCATION AND EXPERIENCE

High school diploma; Associate degree preferred; 2 – 4 years related experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Organization, operations, policies and objectives
- Policies and rules of assigned department
- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications

Ability to:

- Lead and advise various club representatives
- Operate personal and/or mainframe computers
- Operate a variety of office equipment
- Interpret, apply and explain rules, regulations, policies and procedures
- Work confidentially with discretion
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

WORKING CONDITIONS

College office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
