

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Coordinator, Student ActivitiesDepartment: Student LifeTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-Th 9a-6p; F 8a-4:30p; Some nights/weekendsSalary Schedule (Range): A-105

Background and Rationale (use back of form if additional space is needed): To replace the incumbent who vacated the position due to a promotion. This position is responsible for planning, organizing, & coordinating student life services, activities, & events as they relate to Associated Students (A.S.) sponsored and hosted events. This position serves as a co-advisor to A.S., coordinates the marketing/promotion of related programs, assists with A.S. budget development/monitoring, and accomplishing Student Life goals and objectives.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-521000-211000-696000-2100 100 % Amount \$ 126,769.00

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____**Comments:** EZ Salary Projection FY 2022-23 (50% or more FTE) Total Annual Cost (Salary and Benefits)**Signatures:**1. Requesting Manager Signature [Signature] 10/31/22
Date2. Division Vice President Signature [Signature] _____
Date3. Chief Compliance/Budget Officer Signature [Signature] 11/03/22
Date4. Human Resources Signature [Signature] 11/10/22
Date5. Vice President, Human Resources [Signature] 11/12/2022
Date

☒ Funding available ☐ Funding not available Position Number: CA9716 Contract Number: CA9176

Comments: Student Life Classified on-going unrestricted general funded position.**Reviewed by President's Cabinet, the following action was taken on the above request:**

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO [Signature] November 15, 2022
Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Giovanni Rodriguez
Last day of employment: 11/25/22 11/11/22
Reason for vacancy: Promotion
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year 22-23
☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: General Funds

EZ Salary Projection FY 2022-23 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	105
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$126,769

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 8.15.22

COORDINATOR, STUDENT ACTIVITIES

DEFINITION

Under general supervision, serves as advisor to the Students Association (student government); plans, coordinates, and implements Students Association events, programs, and activities, as well as the leadership development conference and workshops; coordinates marketing and promotion efforts of the Student Life office; provides information and assistance to students and visitors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Student Life. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating student life services, activities, and events. Incumbents at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Successful performance of the work requires the knowledge of departmental and District activities and extensive student, staff, public, and organizational contact. This class is distinguished from the Director, Student Life in that the latter has overall responsibility for all student life programs, functions, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Serves as advisor to the Associated Students (student government); assists student leaders in planning and coordinating student government activities and events; purchases supplies and equipment for events and activities; designs and maintains the student government website.
- Provides advice to student government officers on leadership skills, style, event planning, and advocacy for constituents.
- Coordinates the annual leadership development conference for student government officers; facilitates workshops; attends meetings with the President and Vice Presidents to discuss workshops and student needs.
- Participates in conducting leadership training workshops for student government officers pertaining to parliamentary and public meeting procedures, fiscal responsibility, and other issues.
- Facilitates workshops as part of the LEAD program.
- Coordinates various Student Life Office events and activities; participates in the development of assessment tools for events and activities.
- Coordinates Student Life Office marketing and promotion of events and activities; develops and designs various marketing strategies, materials, and tools.
- Assists with effective program planning; develops and implements projects, activities, and events to assist in accomplishing Student Life goals.
- Prepares and delivers presentations to student organizations, campus faculty, staff, and community groups regarding Associated Students and Student Life programs.
- Assists in developing and monitoring the budget for the Student Life Office; approves student purchases for events and activities.
- Assists with effective program planning including, use of facilities requests, processing contracts (e.g. vendors, independent contractors, honoraria), payments and other related responsibilities.
- Monitors event budgets and makes recommendations to the Director of Student Life.
- May assist with student discipline issues. Answers questions from and provides support services to students and visitors regarding student services, student life, and other issues.
- Maintains and updates departmental files and websites; enters and updates information as required.

- Prepares, copies, collates, and distributes a variety of documents; composes, types, formats, and proofreads a variety of routine letters, flyers, reports, and documents.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs related other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and procedures related to planning, coordinating, and implementing student activities programming, student leadership, and student government.
- Principles and practices of program administration, including budget development.
- Basic principles and practices of developing and designing flyers, informational pamphlets, and other documents.
- Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of students.
- Principles, practices, and techniques of providing educational and social co-curricular programs, events, and services.
- Public relations communications, including media and marketing techniques.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Plan, oversee, coordinate, review, and evaluate assigned programs, events, and activities.
- 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, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Plan and coordinate assigned operations, events, and activities.
- Recommend and administer program and project budgets.
- Make accurate business arithmetic computations.
- Compose and prepare correspondence, flyers, and other written materials independently.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.

- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 a Bachelor's degree from a regionally accredited college and two (2) years of work experience related to student life and/or student activities.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing 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. Incumbents 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 up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office and student center environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.