Cabrillo College

STUDENT ACTIVITIES COORDINATOR

DEFINITION

The Student Activities Coordinator under direction coordinates and performs responsible work in support of non-instructional student activities, including the student senate, clubs and other student organizations.

CLASS CHARACTERISTICS

Under the direction of the Dean of Student Services, the Student Activities Coordinator is responsible for overseeing and coordinating staff and processes related to organizations and activities that enrich College life for students and the surrounding community. Successful performance of the work requires both program coordination skills and written and oral communication skills to ensure those program regulations are met while allowing for maximum student participation within program and budgetary policies and constraints.

EXAMPLES OF DUTIES (Illustrative Only)

- Recommends and implements policies, guidelines and procedures related to student activities and affairs
- Coordinates the preparation and dissemination of information regarding student clubs, activities and affairs to students, faculty, staff and the community
- Assists students, staff and community members in planning and coordinating various student activities and functions
- Provides information regarding College policies, regulations and procedures related to the formation of student clubs and the scheduling of specific special activities or events
- Works with the student senate, including providing information and coordinating necessary office support
- Assists student groups in preparing their budgets and monitors club and financial accounts and records
- Approves student requisitions and purchase orders
- Coordinates and oversees the student activity card program
- Confers with and acts as College liaison with representatives of community groups, the public and others to obtain student volunteers and to obtain discounts and other services for students
- Coordinates the emergency student loan program, including interviewing students and recommending approval of all emergency and book loans
- Schedules activities to be held in the College Center and maintains the master calendar for all student club and organization meetings and events
- Plans and coordinates College tours
- Oversees the day-to-day work of student support staff and instructs staff in work procedures
- Enters and retrieves information using a personal or on-line computer
- Performs a variety of standardized office support work such as typing, filing, providing information in person and over the telephone and operating standard office equipment
- Must be willing to work at student and other functions during off-shift hours
- Perform related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Basic terminology, concepts and procedures related to the functioning of student clubs and activities on a college campus
- Techniques for dealing with individuals from various socio-economic backgrounds
- Program development and coordination principles and practices
- Basic computer applications related to the work
- Basic budgetary principles and practices
- Standard office practices and procedures, including filing and the operation of standard office equipment

Skill in and Ability to:

- Interpret, apply and explain policies, rules and regulations
- Prepare reports, correspondence and other written materials
- Exercise sound judgment within policy and procedural guidelines
- Direct and review the work of student assistants
- Provide instruction to others in work procedures
- Maintain accurate records and files
- Establish and maintain effective working relationships with those contacted in the course of the work

Other requirements:

- Must be willing to work days, evenings, and weekends at various college sites
- Possession of a valid California driver’s license

Desirable:

- Bilingual Spanish skills

Education and Experience:

Any combination of education and experience equivalent to completion of two years college course work, which includes but is not limited to business English and mathematics courses; demonstrated successful experience in planning, organizing, budgeting and providing programmatic support for student services; and experience which demonstrates the ability to perform the duties listed above successfully.

November 6, 2000