PALOMAR COMMUNITY COLLEGE DISTRICT

STUDENT ACTIVITIES COORDINATOR

DEFINITION

Under the direction of the Director of Student Affairs, assist with various student activities and services including overseeing the daily functions of the Comet / Picture Identification Card Center and Student Union Computer Lab. Assist in developing, organizing, and coordinating various clubs and cultural, educational, and social programs for a diverse student population.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Student Affairs.

Exercises supervision over student hourly employees and volunteer staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following.

1. Oversee the operations and functions of the Comet Center and the Picture Identification Card office; implement policies and procedures as directed; maintain appropriate student hourly employee and other staffing; order supplies to maintain appropriate inventory, monitor effective operation of technical equipment and advise Office of Student Affairs as necessary to assure constant operational status of equipment; provide regular operational reports as necessary or requested.

2. Monitor the Student Union Computer Lab operations and functions; implement policies and procedures as directed; maintain appropriate staffing and inventory; in coordination with the Office of Student Affairs and Information Services, assure proper maintenance of all equipment.

3. Assist in the promotion of Student Activity Card services and functions; communicate with other District personnel to coordinate student activity card availability, sales, and services; coordinate, develop, and distribute appropriate materials and publications.

4. Attend Associated Student Government (ASG) and club activities; assist with the advising of student government members and with the promotion and recruitment of students for involvement in ASG; promote and oversee student elections throughout the District; review and schedule club activity requests and off-campus facility requests, including travel, in compliance with established policies and procedures; submit forms to Office of Student Affairs for final approval and processing.

5. Oversee the activities of the college cheerleading program; in coordination with coaches and staff, assure compliance with existing safety standards and other established policies and procedures; assist in the recruiting for, and promotion of, the cheer program; oversee and coordinate the scheduling of team activities.

6. Monitor the budgets of student clubs, and the cheer program; maintain accurate budget balances, records, statements, and accounts; prepare reports as needed or requested; review and audit financial transactions made by student organizations on campus.

7. Oversee and coordinate the planning and production of college-wide cultural recognition events.
8. Develop and maintain handbooks, forms, and related policies and procedures.

9. Maintain appropriate contact with existing club advisors; promote the creation and development of new clubs and identification of new club advisors among existing District personnel; develop and offer orientation meetings for new club members and advisors.

10. Operate a variety of office equipment, including copiers, facsimile machines, scanners, cameras, and computers and applicable software applications.

11. Screen office and telephone callers; respond to and resolve complaints and requests for information about regulations, policies, and procedures relating to student activities.

12. Provide general support for Office of Student Affairs programs, services, and activities.

13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a student activities program.
- Principles and practices used in coordinating and promoting a variety of activities, programs, and events at a community college and for the community.
- District policies and procedures.
- Principles and practices applicable to the coordination and direction of a competitive college cheerleading program.
- Basic principles of accounting and bookkeeping, and inventory control.
- Pertinent federal, state, and local student activity program regulations, guidelines, laws, policies, and procedures including relevant California Education Code sections and legislation governing student groups and activities.
- Parliamentary procedure.
- Modern office procedures, methods, and equipment including computers and applicable software.
- Basic computer technology sufficient to advise students and staff in the operation of common software applications and to recognize and assist in the diagnosis of technical problems.
- English usage, spelling, grammar, and punctuation.
- Interpersonal skills.
- Oral and written communication skills.

Ability to:

- Provide guidance, assistance, and direction to student groups and organizations.
- Review, monitor, and update assigned budgets.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records, files, and calendars.
- Work independently with little direction.
- Develop promotional materials, programs, brochures, and flyers.
- Provide accurate information to students and staff related to college programs and services.
- Operate, and assist others in the operation of, office equipment including computers and supporting software applications.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Effectively handle sensitive issues and maintain confidentiality.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of experience in college-level student activities as an advisor.
Experience working with computers and computer technology.

**Education/Training:**

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in communication or business administration.

**Preferred Experience:**

Participation in college-level cheerleading program and/or coaching experience.
Participation in college-level student government.
Community college teaching and/or coaching experience.

WORKING CONDITIONS

**Environmental Conditions:**

Office environment with constant interruptions and excessive intermittent noise. Contact with dissatisfied or abusive individuals. May involve travel including consecutive overnights and weekends.

**Physical Conditions:**

Hearing and speaking to exchange information in person, by computer messaging, and/or by telephone. Seeing to read and verify accuracy of data. Use of voice for extensive public speaking. Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate office equipment. Lifting and carrying moderately heavy objects. Extensive use of computer keyboard.