

STUDENT ACTIVITIES COORDINATOR

CLASS SUMMARY

Under general direction; plans and coordinates all social, cultural, educational and special student programs, events, and activities; serve as resource person and advisor for campus clubs, organizations, and government; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Supervise and coordinate the Student Activities Center; planning, advertising, promotion and production of activities; advise, counsel, direct and monitor all Associated Student Government meetings, activities and promote and facilitate student leadership experiences; coordinate Student Leadership Institute, obtain presenters, and work collaboratively with local universities to enhance partnerships; oversee the disbursement and expenditures of student fees; allocate and manage fiscal budgets for student clubs and student government; review and prepare contracts for performers and vendors; develop funding proposals for internal and external organizations to cultivate funding sources for additional programs; -train and direct the work of student staff; responsible for assessment of student involvement and evaluation of programs; work and consult with administrators and collaborate with faculty and staff to enhance student life initiatives; perform related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator. It directs and supervises part-time help and student volunteers and officers.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination training and/or experience equivalent to a Bachelor's degree in public administration, education, student personnel services, or related field and two years of increasingly responsible experience in the organization and coordination of student programs and activities.

Knowledge and Abilities

Good Knowledge of: college policies and procedures regarding student activities and events; procedures, safeguards and legal implications of hiring entertainers and speakers; functions of various student offices, clubs, and activities; campus facilities.

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Knowledge of: procedures for preparing various printed materials (brochures, handbooks, newsletter); counseling, advisory and public speaking techniques.

Ability to: communicate effectively orally and in writing; delegate responsibilities to student and community groups with effective monitoring; coordinate and prioritize activities of numerous groups; organize and project own workload so as to meet seasonal demands of school calendar.