

STUDENT ACTIVITIES SPECIALIST

CLASS SUMMARY

Under general direction, assists the Student Activities Coordinator in planning and coordinating all social, cultural, educational, and special student programs, events, and activities; assists the Student Activities Coordinator in advising and serving as a resource person for campus clubs, organizations, and student government; assumes other duties and responsibilities as assigned.

REPRESENTATIVE DUTIES

Assists in the operations and organization of the student activities office and all of its related functions; prepares contracts, forms, and publicity; provides information, assists with in-services, and acts as a resource for student groups to arrange for facilities, media equipment, purchase orders, publicity, and payments for entertainment, speakers, conferences, and programs for Associated Students and student club events; assists with the preparation and maintenance of a variety of records, files, and reports related to student activities, programs, and budgets; assists with preparation and distribution of a variety of written materials such as student bulletins, yearly student handbook, flyers, and brochures; assists in the coordination of legal aid services of student activities; assists with the coordination and control of student elections to homecoming court and various student government and student club positions; performs related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator. Directs a limited amount of part-time help and many student volunteers and officers.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or education equivalent to a Bachelor's degree preferred. Two years experience which demonstrates knowledge of student activities programs. Experience should consist of working with students from diverse cultural, economic and linguistic backgrounds.

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.

STUDENT ACTIVITIES SPECIALIST (continued)

Knowledge of: procedures for preparing various printed materials (brochures, handbooks, newsletters).

Ability to: delegate responsibilities to student and community groups with effective monitoring; organize and prioritize own workload so as to coordinate activities of different student groups.