CLASS SPECIFICATION
Student Life Coordinator

FLSA Status: Non-Exempt
EEOC Job Category: Professional
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, supports the College’s efforts in Student Life to provide more purposeful programs, activities, and experiences to students outside of the classroom; supports efforts to create and sustain college-wide, student-centered, and comprehensive cultural, educational, and social co-curricular programming for student that cultivate full engagement in the College community; assists with various student activities and services, including overseeing the daily functions of the Men’s and Women’s Resource Centers and Student Life locations, programs and services, and overseeing student groups and student workers; provide administrative support for department staff.

DISTINGUISHING CHARACTERISTICS
Student Life Coordinator is responsible for providing direct, day-to-day organizational and technical coordination of programs and services organized through Student Life. Student Life Coordinator acts as the back-up for the Student Activities Advisor in ensuring students’ activities are carried out according to District policies, procedures, and practices, as well as pertinent laws, regulations and codes. This position provides some administrative coverage for the department; specific duties many differ by assignment and responsibilities will vary depending on the types of student groups, facilities and student events/activities that are delegated.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, organizes and oversees the day-to-day operations of the Men’s and Women’s Resource Centers and Student Life, including clubs and organizations, student government, student volunteering, leadership development, and intramurals/recreation; plans, coordinates, implements, monitors and assists in evaluation of operational procedures and activities; each semester, advertises and performs searches for, recruits, trains and provides guidance for student government and clubs & organizations participants; via formal and informal presentations, e-mail communications and development and distribution of marketing materials, provides student life and student government program information to District faculty, administrators, students and others; researches and responds to inquiries and complaints regarding program and personnel; collaborates with faculty, staff and students to determine student needs for student life programs and services, adjusting programs and...
services provided as necessary and within established procedures to provide optional and efficient student life programming to District students.

2. Plans, organizes, oversees and conducts student government and club leadership training programs and activities; researches current student life trends, issues, philosophies, techniques, practices and methods; recommends and implements appropriate training programs based on this research; develops and present training workshops; collects and analyzes data and information to discern successful training programs; keeps current on new and different training practices, method and materials and implements, as appropriate; assist in making and confirming conference and travel arrangements, including hotel and flight reservations; prepares, reviews and submits conference, travel, advance and reimbursement requests for approval.

3. Coordinates and oversees the maintenance of student workers and Graduate Interns, including their payroll, attendance and other related information; provides extensive training to and monitors the appropriate use of OrgSync websites and student life databases; reviews, approves and enters payroll and attendance information into District payroll/time system for student workers and Graduate Interns; develops and maintains pertinent charts, reports and records; compiles, organizes and interprets necessary data and information to create end-of-semester reports for submission to a variety of internal and external stakeholders.

4. Researches and compiles data, completes reports and provides other support and assistance in preparation of the Program’s annual budget; accesses, monitors and reviews budget balances; updates and maintains related student and program files, records and reports; drafts, creates, produces and/or distributes a variety of marketing and special event materials related to program execution.

5. Coordinates the issuance of student identification cards; monitors, inventories, and maintains equipment and supplies related to identification card systems.

6. Support the maintenance of department calendars; coordinates, schedules, arranges and confirms meetings; screen requests for appointments; plans, organizes, coordinates and makes arrangements for a variety of meetings, workshops, conferences and special events; secures event locations and arranges setup and catering/refreshments; attends events, greets guests and serves as department representative.

7. Performs other duties as assigned.

OTHER DUTIES

1. Trains and provides work direction for student workers.

2. May serve on District committees as assigned.

QUALIFICATIONS

Knowledge of:
1. Principles and practices of planning, coordination, organization and implementation of a variety of student activities, programs, and events at a community college.
2. Basic principles of adult training and education applicable to a community college setting.
3. Purposes, functions and operations of student clubs, organizations and leadership groups.
4. District organization, rules, policies, procedures and operating practices related to areas of responsibility.
5. Principles, practices and methods used to prepare detailed reports.
6. Terminology, work processes and local, state and federal requirements applicable to areas of assigned responsibility.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. Interpersonal skills, conflict resolution, and problem solving skills.
9. Basic principles and practices of public administration, including budgeting and maintenance of public records.
10. Uses and operations of a computer and standard business software including word processing and spreadsheet software.
11. Uses and operations of specialized equipment related to specific area/s of responsibility, including game room equipment.

Ability to:
1. Plan, organize, coordinate, implement and evaluate daily operations, activities and services of Student Life programs and services.
2. Provide training and oversight to student groups and organizations.
3. Develop creative student activities programming.
4. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.
5. Prepare, maintain and submit clear, concise and comprehensive correspondence, reports and other written materials.
6. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
7. Operate a computer using word processing, spreadsheet and other standard business software.
8. Operate other equipment related to area/s of responsibility.
9. Communicate clearly and effectively, orally and in writing.
10. Train and provide work direction to others.
11. Use tact, discretion and courtesy in dealing with sensitive situations and upset or dissatisfied individuals.
12. Establish and maintain effective working relationships with College management, administrators, staff, students, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor’s degree in education, psychology, social sciences, natural sciences, business, or a closely related field; and at least
five years of progressively responsible experience in student life programming; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; and reach with hands and arms. The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; perform work on multiple, concurrent tasks; work with frequent interruptions; and interact with students, District management and staff, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.