CLASS SPECIFICATION
Student Activities Advisor

FLSA Status: Nonexempt
EEOC Job Category: Professional
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, provides organizational and technical support and guidance to a variety of District student groups, including student leadership boards, committees, clubs and/or councils; assists student groups in planning, organizing and coordinating or plans, organizes and conducts special activities and events for students; maintains designated District student life facilities and equipment; maintains and updates corresponding budget records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Student Activities Advisor is responsible for providing direct, day-to-day organizational and technical support, assistance and advice to students in District leadership groups, clubs, organizations and/or in other settings to ensure that students’ activities are carried out according to District policies, procedures and practices, as well as pertinent laws, regulations and codes. Work is done to ensure the safety, security and proper conduct of students participating in student activities, as well as to assist in providing students with a positive educational experience. Student Activities Advisor is also responsible for maintaining assigned facilities and equipment. Specific duties may 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. Provides organizational and technical support and guidance to assigned student leadership groups, clubs and other organized groups; provides guidance, advice and support to elected and appointed leadership officers/boards, and/or members of student clubs and councils on matters related to operations and activities of assigned groups; attends and monitors group meetings and other activities; makes recommendations to students and/or takes necessary action to ensure compliance with relevant District, group or club policies, procedures and practices; provides or requests necessary District approvals for student activities, within scope of authority; develops and conducts leadership and other relevant training for students; mediates and resolves issues between students in various groups and organizations; assists in disciplinary matters as required.

2. Oversees student planning and organization or plans, organizes and ensures successful completion of designated intra-mural, cultural or other special events and activities; reserves locations; assists in selection of, performs booking and/or ongoing coordination activities with relevant groups, including
performs, vendors and a variety of District departments, within budget and approval authorities; oversees or performs set-up and break-down of locations and equipment.

3. Reviews, edits and ensures proper on and off-campus distribution of marketing and promotional flyers and other materials developed by students in various groups and organizations; performs marketing and recruitment activities for assigned student life programs and activities; regularly confers, communicates and coordinates with District staff on activities and events.

4. Oversees maintenance of student center, game room, and student leadership office areas and other designated facilities and computer, game room and/or other equipment; inspects facilities and furnishings to ensure cleanliness and appropriate use and care; inspects equipment to ensure proper working order; performs routine repair or maintenance work; coordinates with District departments and vendors to resolve student facility/equipment problems; purchases, orders and monitors inventory of related supplies, furnishings and equipment.

5. Develops, reviews and tracks assigned budgets and accounts; updates and maintains accurate budget balances, records and statements; monitors student activities to ensure within budget parameters; provides approvals for expenditures within established policies and procedures.

OTHER DUTIES
1. Trains and provides work direction to student workers.

QUALIFICATIONS

Knowledge of:

1. Purposes, functions and operations of student clubs, organizations and leadership groups and practices and procedures used by those groups, such as parliamentary procedures.

2. Roles and responsibilities for student activities, recreational and intra-mural programs within college and community settings.

3. Uses and operations of a computer and standard business software including word processing and spreadsheet software.

4. Uses and operations of specialized equipment related to specific area/s of responsibility, including game room equipment.

5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

6. District organization, rules, policies, procedures and operating practices related to areas of responsibility.

**Ability to:**

1. Plan, organize and carry out a wide range of special events and activities for students.
2. Operate a computer using word processing, spreadsheet and other standard business software.
3. Operate other equipment related to area/s of responsibility.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Interpret, apply and reach sound decisions in accordance with College and department policies and procedures.
6. Communicate clearly and effectively, orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Train and provide work direction to student workers.
9. Use tact, discretion and courtesy in dealing with sensitive situations and upset or dissatisfied individuals.
10. 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 graduation from an accredited college or university with a bachelor’s degree in education, student development, recreation or a related field; 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.

An employee works in a variety of student activity locations and may occasionally be exposed to loud or prolonged noise levels or work in outside weather conditions and on ladders or uneven or slippery surfaces.