CLASS SPECIFICATION
Student Leadership Advisor

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

GENERAL PURPOSE
Under general supervision of the Dean of Student Affairs, perform a variety of responsible duties related to the planning, organization and direction of social, cultural, educational and special programs and events; administration of the leadership education program, the service learning program, the community service program (Viking Volunteers), and work closely with students, faculty and staff relative to student leadership development and service. Coordinate service learning and volunteer experiences with on campus departments and community agencies.

DISTINGUISHING CHARACTERISTICS
Student Leadership Advisor plans, organizes, administers, guides and directs student activities that promote leadership development; collaborate with faculty to enhance co-curricular student learning; coordinate diverse student activities and programs with other college functions; serves as an advisor to the Associated Student Body (ASB), the student trustee and other student leaders and provides work direction to assigned staff.

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. Present leadership workshops and training sessions that address character formation, student growth and leadership development.

2. Coordinate Service Learning and Volunteer experiences on campus and in the surrounding community.

3. Plan, organize, coordinate and supervise the college’s student leadership activity programs; act in an advisory role with the associated student body and in the planning and coordination of educational, social, and cultural activities; supervise student elections; attend and supervise student sponsored activities on and off-campus;

4. Assist student government with the development of an annual ASB budget and supervise expenditures and record keeping; plans, coordinates, and supervises the preparation and dissemination of student activities publications; recommends student activities policies and procedures; explains and interprets college policies and standards pertaining to student clubs and organizations; processes facilities use requests by assigning facilities and determining cost, maintenance needs, etc; participates in various meetings and conferences relating to student activities and other student related programs; prepares correspondence and other materials and maintains files and records.
5. Assist student government programs and boards with developing and organizing activities, services and promotion of the Associated Student Body (ASB); attend ASB meetings as needed; coordinate ASB scholarship and book grants; coordinate travel arrangements for student conferences.

6. Design and write a variety of publicity brochures and flyers; participate in the development of marketing strategies to promote campus activities and services.

7. Develop, organize, coordinate and oversee major cultural, educational and social programs for students, staff and the community.

OTHER DUTIES:

1. Coordinate the Viking Volunteer program

QUALIFICATIONS

Knowledge of:

1. Leadership principles, service learning theory and practices of leadership.

2. Basic terminology, concepts and procedures related to the functioning of student clubs and activities on a community college campus.

3. Program development and coordination principles and practices.

4. Basic computer applications related to the work assignment.

5. Budgetary principles and practices.

Ability to:

1. Work with a high degree of independence and initiative.

2. Exercise exceptional interpersonal and communication skills; strong organizational skills.

3. Manage multiple priorities.

4. Work effectively with diverse populations.

5. Communicate effectively both orally and in writing.

6. Investigate, research, and analyze problems, devise solutions and present recommendations.

7. Learn, understand, interpret and apply regulations, policies, guidelines, and procedures.

8. Supervise and coordinate student activities and assigned help.

9. Plan, organize, and conduct group functions and meetings.
**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 student development, counseling, psychology, leadership education or a related field; and two years of progressively increasing experience in student leadership; or an equivalent combination of training and experience. 

Master’s degree preferred.

**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.