

## MONTEREY PENINSULA COLLEGE

### STUDENT ACTIVITIES COORDINATOR

#### Job Summary

Under general direction of the assigned supervisor, coordinate and participate in a variety of complex and responsible administrative activities related to the Student Activities Program. Coordinate and lead day to day program office activities, as well as perform research, assist with reports and monitor budgets. Exercise good judgment in the application and follow through of supervisor's directions, provide information on college policies, procedures, standards and requirements, and establish and maintain good public relations with staff, students and the community at large.

#### EXAMPLES OF FUNCTIONS

##### Essential Functions

1. Lead the development, implementation, coordination, and evaluation of the day-to-day operations of the Student Activities Program services and procedures.
2. Process administrative details not requiring the immediate attention of the supervisor; perform a variety of paraprofessional and administrative duties in support of the Student Activities Program.
3. Coordinate, direct, and act as the advisor to the Associated Students of Monterey Peninsula College (ASMPC), the Inter-Club Council (ICC), the Activities Council (AC), the Student Representation Council, and the Student Welfare Council (SWC).
4. Provide support to students, faculty, staff and the community in planning and coordinating various student activities and functions. Communicate with internal campus organizations and services regarding assistance with meetings, programs or events.
5. Attend and supervise student sponsored activities at Monterey Peninsula College and off-campus locations. Attend and lead sponsored workshops, seminars and other events as assigned. Facilitate, promote, and assist with student recognition/award presentation events. Provide logistical support for activities. Review and approve club activity requests and contracts.
6. Develop, prepare, and edit a variety of documents, forms and operational procedures for the Student Activities Office, which may also include, but is not limited to; statistical reports, brochures, pamphlets, flyers, newsletters, agendas, manuals, event programs, invitations, and posters. Coordinate the dissemination and posting of publications related to student clubs, activities, and affairs to students, staff and the community.
7. Coordinate and administer, a calendar of co-curricular events with student leaders that provides a welcoming campus environment and supports student recruitment, retention, and the successful achievement of academic and career goals. Assist in planning, developing, promoting, and evaluating programs and services that are focused on providing the diverse student body with opportunities for personal growth, community building, and leadership development.
8. Compile and analyze data related to student participation and program evaluation; establish and assess measurable service area outcomes, program goals, participate in program review and establishing annual action plans and objectives in assigned areas of responsibility; maintain reports, surveys and other records.
9. Administer and carry out local, state, and federal laws, rules, regulations and procedures, and policies pertaining to student life activities, including student rights and responsibilities, conduct code, student government, campus events, and other student activities and programs.

10. Serve as a liaison with college administration, academic personnel, and students as well as community agencies, organizations, professionals, vendors, and other colleges to maintain up-to-date resource data. Develop a wide variety of community contacts for resources for referrals, give general consultation and assist individual students in utilizing the many and varied services available.
11. Oversee the recruitment and training of students to ensure active participation in campus ad hoc and standing committees, including district participatory governance committees. Participate in the development of marketing strategies to promote campus activities and services to maximum student involvement.
12. Recommend student activities policies and procedures to the Vice President of Student Services and implement as directed.
13. In consultation with ASMPC, monitor budgets, maintain a variety of records regarding student clubs and event budgets, maintain accurate budget balances, records, statements and accounts; prepare reports as needed or requested; review and audit financial transactions made by student organizations on campus. Approve student requisitions and purchase orders.
14. Oversee and coordinate general maintenance needs of the Student Center building in cooperation with Facilities.
15. Maintain appropriate contact with existing club advisors; promote the creation and development of new clubs and identification of new club advisors among existing District personnel; develop and offer orientation meetings for new club members and advisors. Update and maintain student advisor handbook as required.
16. Serve on college councils and committees as assigned.
17. Maintain an inventory of all equipment purchased by ASMPC.

### **Other Duties**

Assist with the planning and organization of the commencement ceremony.

Manage the Lost and Found and Housing Boards in the Student Center.

Perform other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience**

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, an Associate's degree in Business Administration, marketing or a related field and three years of recent experience in event planning, organizing and supervising social and/or cultural activities for students.

#### **Knowledge**

Knowledge of: college student activity programs; community and volunteer resources; human and public relations; instructor/advisor relationships; community organizations; record keeping and record management; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; office management techniques; public and human relations techniques; marketing and promotion of campus programs; basic principles of bookkeeping and inventory control; population demographics focusing on characteristics and needs of students with diverse backgrounds; Robert's Rules of Order; Brown Act; and federal, state, regional laws, and procedures relating to student activities.

**Abilities**

Ability to: learn and apply college policies and procedures, pertinent federal, state, and local student activity program regulations, guidelines, laws, policies and procedures including relevant California Education Code sections and legislation governing student groups and activities; understand and independently carry out both oral and written instructions and direction with limited supervision within a broad framework of standard policies and procedures; communicate effectively with school personnel and community members; perform clerical tasks and operate standard office equipment, plan orientation and training activities; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office machines and equipment; use word processing and spreadsheet software proficiently and accurately to fulfill requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**Licences and Certificates**

Possession of and ability to maintain a valid California driver’s license (Class C) and safe driving record during the course of employment.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; sitting for extended periods of time; occasional standing or walking; stoop, bend, kneel, crouch, reach, and twist; lift, carry push and pull; lifting and moving of equipment, supplies, and/or tables of up to 20 pounds. Indoor work environment with frequent interruptions. Occasional outdoor environment to set up and attend events.

Salary Schedule Range: Range 22  
Board Approval Date: 08/22/2018