

## **CLASSIFIED POSITION REQUEST**

**Position Title:** Student Activities Coordinator  
**Dept/Program:** Student Activities  
**Submitted by:** Carsbia Anderson, Vice President of Student Services  
**PT/FTE:** FTE

**New or Replacement:** Replacement for Jon Edmonds

**Salary/Benefit Costs:** \$ 36,576/year (Range 6, Step A)  
\$ 31,914 (Health & Welfare)

**Total Costs:** \$ 68,490/year

**Funding Source:** Budgeted in College Center Budget

**Are there Salary Savings:** Yes. New position will be starting at Step A.

**Description of duties and responsibilities:** Assist students, faculty, staff and the community in planning and coordinating various student activities and functions. Attends and supervises student sponsored activities at on and off campus locations. Reviews and approves club activity requests and contracts. Maintains an inventory of all equipment purchased by ASMPC. Provides administrative liaison between student and appropriate staff related to student activities.

**Special Considerations:**

Duties may include occasional evenings and weekends.

**Does Position act as an entry point for the college? Should it be bilingual?**

No.

**What would happen if this position weren't approved?**

This position provides a vital link for ASMPC and Student Clubs on campus. Activities by ASMPC and Student Clubs need to have supervision by staff representing the college.