



### STUDENT ACTIVITIES SPECIALIST

SALARY GRADE: [C1-44](#)

**DEFINITION:**

Under the direction of an assigned supervisor, assist with various student activities and services including developing, organizing, coordinating and advising various club, cultural, educational and social programs for a diverse student population, staff and community members.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist with various student activities and services including developing, organizing, coordinating and advising various clubs, cultural, educational and social programs for a diverse student population, staff and community members.
2. Coordinate Inter Club Council (ICC) activities including monitoring budgets assuring proper administrative approval for Club expenditures; oversee the ICC scholarship process and advise student representatives on policies, procedures and other related matters; serve as advisor to the ICC.
3. 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.
4. Coordinate a variety of student services programs and activities including new student orientation, International Student summer activities programs, welcome week and other activities; collaborate with other campus personnel regarding special activities and services; present an overview of campus activities to various off-campus offices as necessary.
5. Design and write a variety of publicity brochures and flyers; participate in the development of marketing strategies to promote campus activities and services.
6. Develop, organize, coordinate and oversee major cultural, educational and social programs for students, staff and the community; assist with Diversity Awareness events.
7. Operate a variety of equipment including public address system, video recorder and other equipment as assigned; operate a computer and other office equipment.
8. Communicate with internal campus organizations and services regarding assistance with meetings, programs or events.
9. Maintain a variety of records regarding club and event expenses, promotional materials and evaluation of special events.
10. Assist in interviewing and training student assistants and oversee the performance of vendors as assigned.
11. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Philosophy of community college student government and activities.
2. Marketing and promotion of campus programs.
3. Modern office practices, procedures and equipment.
4. Oral and written communication skills.
5. Interpersonal skills using tact, patience and courtesy.
6. Record-keeping techniques.
7. Budget monitoring and process.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Assist with various student activities and services including developing, organizing, coordinating and advising various clubs, cultural, educational and social programs for a diverse student population, staff and community members.
3. Collaborate with other campus staff in developing activities and services.
4. Communicate effectively both orally and in writing.
5. Establish and maintain cooperative and effective working relationships with others.
6. Maintain routine records.
7. Operate a computer and assigned equipment.
8. Maintain current knowledge of program rules, regulations, requirements and restrictions.
9. Plan and organize work.
10. Work independently with little direction.

### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in a related field
2. Three (3) years experience in student activities or related area working with students and staff.

## **WORKING CONDITIONS:**

### **Environment:**

1. Office environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Date Approved: March 1, 1999  
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