



COORDINATOR, STUDENT ACTIVITIES

DEFINITION

Under direction, coordinates, organizes, and serves as advisor for various student activities and services such as clubs, Inter Club Council (ICC), and student government programs and boards; coordinates marketing and promotion efforts of the college life/student activities offices; administers assigned budgets; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a coordinator class responsible for planning, organizing, and coordinating college life/student activities programs, services, activities, and events. The duties involved include the implementation of goals and objectives and oversight of budget, reporting, accountability, and regulatory compliance. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Organizes, coordinates, and serves as advisor for student government, clubs, and cultural, education, leadership, diversity, equity, and social programs, services, activities, and events for a diverse student population.
- Participates in the planning, development, and implementation of policies, procedures, and handbooks for assigned functions, including incorporating regulatory updates and technological advancements, as appropriate.
- Coordinates student government (Associated Students of Foothill College [ASFC] or De Anza Associated Student Body [DASB]) elections by setting up, configuring, and troubleshooting online voting system, preparing candidate data, processing expense reports, collecting election grievances, attending meetings, preparing and posting election results, and attending orientation for newly elected members; verifies eligibility of AFSC/DASB senate members.
- Provides advisory support for ICC and club meetings including scheduling meetings, serving as chair for advisor training meetings, assisting in agenda development, reviewing meeting minutes, and scheduling speakers; disseminates information from ICC meetings to clubs as appropriate; writes ICC Advisor's report; provides orientation to new members; and holds office hours.
- Coordinates budget tracking and reconciliation processes; gathers and analyzes data related to revenues, expenditures, and projections; researches and works with management to resolve budget questions and reconcile inconsistencies; monitors and tracks expenditures and revenues; creates and processes contracts, agreements, and requisitions; processes invoices; verifies budget and account codes; develops budget books and reports.

- Plans, schedules, and organizes events, workshops, informational seminars, presentations, and related activities including coordinating logistics, staffing and resources, and contract services; working with other college and District departments and offices; designing and implementing marketing strategies; and ensuring compliance with established timeline and budget.
- Provides advice to student representatives on leadership skills, style, event planning, meeting procedures, budget and fiscal responsibilities, and advocacy for constituents.
- Coordinates various student services and resources such as student accounts, identification cards, transportation passes, and related services.
- Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and statistical reports.
- Prepares and delivers presentations to student organizations, faculty, staff, and community groups regarding student/college life programs, services, activities, and events.
- Provides assistance and support to supervisory and management staff including conducting special studies and projects by selecting, adapting, and applying appropriate research techniques; evaluating alternatives, making preliminary recommendations, and assisting with the implementation of procedural, administrative, and/or operational changes after approval; prepares and presents comprehensive records and reports.
- Recruits, hires, and provides direction, training, orientation, and guidance to assigned student workers; plans, schedules, prioritizes, and assigns work; reviews and controls quality of work; explains and provides guidance on College policies and procedures; and reviews and approves timesheets.
- Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
- Attends a variety of meetings and training sessions as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles, practices, policies, and procedures related to planning, coordinating, and implementing student government, clubs, and cultural, education, leadership, diversity, equity, and social programs, services, activities, and events for a diverse student population.
- Principles and practices of program and/or office coordination including implementation of the goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance.
- Principles and techniques of conducting studies and projects, evaluating alternatives, making preliminary recommendations, and preparing and presenting reports.
- Principles and practices of data collection and report preparation.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Assist in the development of goals, objectives, policies, procedures, and work standards for assigned program and/or office.
- Develop, implement, and coordinate assigned programs, services, and activities in an independent and cooperative manner, evaluate alternatives, make preliminary recommendations, and prepare reports.
- Coordinate and oversee programmatic and office budgetary, accountability, and regulatory reporting activities.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college and three (3) years of experience working in student activities or related area working with students and staff.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must

possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-46

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021