

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**PROGRAM COORDINATOR – STUDENT LIFE AND LEADERSHIP**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction of the Vice President, Student Services or designee will oversee and coordinate the programs and services of the Student Life and Leadership program including performing a variety of para-professional, technical, and complex office support work while exercising independent judgment in the satisfactory completion of duties; coordinate with administration, faculty, staff, and community members to enlist support, cooperation, and participation in appropriate activities related to the Student Life and Leadership program; and assume responsibility for creating, initiating, and planning programs and services associated with student leadership programs including, but not limited to student government, Inter-Club Council, student clubs and organizations; oversee the Student Life and Leadership Office to increase student engagement and student success in co-curricular programs on and off-campus. The Program Coordinator for Student Life and Leadership will also support student equity and student success initiatives related to Student Equity and Achievement Program.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the daily services and activities of the assigned comprehensive Student Life and Leadership program.
2. Participate in budget development and administration activities for the Student Life and Leadership program; coordinate budget planning activities; monitor expenditures.
3. Coordinate with colleagues in designing and implementing recruitment and retention strategies as well as leadership development for student leaders and club advisors.
4. Plan, develop, and coordinate the formatting, printing, and communication of Student Life and Leadership marketing and outreach materials including, but not limited to, agendas, minutes, brochures, flyers, posters, websites, and social media.
5. Coordinate outreach and publicity to increase participation of the College's Student Life and Leadership program; develop promotional materials for dissemination to the public.
6. Coordinate entire process for electing, nominating, orienting, and advising new student officers, club leaders, and club advisors including hosting college student elections, orientation sessions, and meeting individually with students and colleagues; answer all questions from the public and provide orientations; provide excellent customer service at all times; negotiate issues of contested election results, nominations, student eligibility, and other issues; maintain accurate records of all students; and, develop and maintain filing system.

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7. Maintain financial records; collect financial documentation; prepare financial forms and reports; assist with the maintenance of assigned budgets; prepare budget transfers; process reimbursements. Provide training on appropriate fiscal policies and procedures for student leaders and club advisors.
8. Maintain assigned records and files; maintain statistics on the Student Life and Leadership program including monthly information and information for annual reports.
9. Coordinate and participate in the process to hire student employees, hourly personnel, and the onboarding of student leaders; complete hiring paperwork; process payment requests in the form of both invoices and payroll sheets.
10. Coordinate and establish cooperative relationships with community and college resources to support program goals and objectives; review student evaluations and comments from the public to ensure that program goals are met.
11. Contact and maintain customer service ties with college and district personnel; provide copying services and answer questions and inquiries; follow-up on problems and concerns with campus maintenance and operations, security, and other entities on campus to ensure a smooth process for student government officers, senators, and club leaders.
12. Coordinate and assist student government, student club, learning community, and other college entities with student field trips and excursions in accordance with college and district policies and procedures; assist with securing transportation, lodging, registration, dining per diem; coordinate payment requests and reimbursements; serve as a chaperone for Student Life and Leadership related conferences, trainings, and events.
13. Coordinate and assist with facility reservations and catering arrangements on- and off-campus; submit and follow-up with maintenance and information technology related work orders; and ensure the working operation of all equipment, furniture, and technology assigned to Student Life throughout the College.
14. Coordinate and assist with student government, student club, and other student entity functions including, but not limited to, club days, club fairs, campfires, welcome week, career day, transfer day, outreach events, and commencement.
15. Assist with the maintenance of the physical resources assigned to the student government, student clubs, and other assigned Student Life entities.
16. Provide guidance and help ensure compliance with Robert's Rules of Order, the Brown Act, and other relevant policies, procedures, and regulations that pertain to agendas, minutes, recording, online and physical postings; assist with the execution of meetings, retreats, planning sessions, committees, and councils.
17. Oversee assigned staff and student assistants.
18. Perform related duties as required.

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**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Principles and practices of program planning and implementation.
2. Principles, practices, and procedures of business letter writing and report preparation.
3. Higher education environment.
4. Pertinent State, District, and College policies, procedures, and regulations.
5. Problem solving techniques and resources.
6. Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
7. Principles and practices used to establish and maintain files and information retrieval systems.
8. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
9. Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
10. Basic research methods and techniques.
11. English usage, vocabulary, spelling, grammar, and punctuation.
12. Basic mathematical and accounting principles.
13. Interpersonal skills using tact, patience, and courtesy.
14. Oral and written communication skills.

**Ability to:**

1. Coordinate and direct programs, activities, and operations of the Student Life and Leadership program.
2. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.
3. Perform detailed and complex specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.
4. Recommend and implement goals and objectives for providing various programs and operations.

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5. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
6. Research information using own initiative.
7. Organize, assimilate, and analyze information.
8. Respond tactfully, clearly, concisely, and appropriately to request and inquiries from the general public, students, District staff and faculty, or other agencies.
9. Make regular contact with students, staff and the public to discuss routine and complex scheduling and financial transactions and resolve problems within specified standards.
10. Supervise, direct and coordinate the work of assigned staff and students.
11. Complete required forms and surveys.
12. Prepare clear and concise reports.
13. Collect and receive revenue and prepare payments and reimbursements.
14. Prepare a variety of clear and concise administrative and financial records.
15. Set up and maintain a variety of databases.
16. Set up and maintain a variety of files and records.
17. Analyze situations accurately and adopt an effective course of actions.
18. Work under pressure of deadlines.
19. Plan and organize work to meet schedules and changing deadlines.
20. Carry out work objectives in an organized, efficient and timely manner.
21. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
22. Adapt to changing technologies and learn functionality of new equipment and systems.
23. Type and/or enter data at a speed necessary for successful job performance.
24. Communicate clearly and concisely, both orally and in writing.
25. Establish and maintain effective working relationships with those contacted in the course of work.
26. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

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**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or related field.

**Experience:**

Three years of responsible administrative, technical, programmatic, or clerical experience, preferably in outreach, program development, or in an educational institution.

License or Certificate: Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site. Incumbents may be required to work evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on May 21, 2019

Effective: May 22, 2019

Job Family: Technical - Paraprofessional