STUDENT AFFAIRS SPECIALIST

DEFINITION

Under the direction of an assigned administrator, coordinates the student activities area; assists in advising the Student Association; assists in planning and coordinating college club activities, college programs and cultural activities.

TYPICAL DUTIES

Manages the Student Center including taking reservations for meetings and functions; coordinates setups for campus community events; monitors the daily student traffic; and handles requests. Maintains a calendar of student activities programs and services for presentation to supervisors and student groups; oversees and assists college clubs and organizations in the planning and coordination of educational, social, cultural and community services activities; and oversees student assistants. Serves as a resource person to students and staff; assists in the development and supervision of student organizations consistent with the philosophy of the college and the Los Rios Community College District; and provides orientation and assistance to club faculty advisors and student officers. Prepares, updates, and distributes student club/organizational handbook and student leadership training handbook; assists in preparing annual reports for the student activities area; and assists in preparing the student activities area goals, objectives, and operational budget requests for the review and approval of the appropriate dean. Oversees the preparation and distribution of the Student Activities weekly bulletin; explains college, district, and state policies and standards governing student organizations and college student activities; and plans, coordinates, and oversees special college student activities events and tournaments involving faculty, staff, students and community members. Consults with administrators and faculty in order to develop new programs, projects and services related to students’ needs and interests; plans and coordinates college hour programs; and attends appropriate conferences, workshops and staff meetings as assigned. Refers students to the Student Association for community involvement programs; assists in advising the Student Association in a variety of matters including: budget planning, preparation, expenditures, activities, services and student elections; and prepares periodic reports. Oversees day and evening activities sponsored by the Student Association if the coordinator is not available; coordinates and/or attends graduation exercises; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of responsible experience in student affairs on a college campus or in a community agency that initiates and administers community service programs.

EDUCATION

Bachelor's degree in psychology, sociology, recreation administration, counseling, or related fields from an accredited college or university (preferred). NOTE: Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

KNOWLEDGE OF

Knowledge of elements of correct English usage, spelling and vocabulary; letter and report writing procedures; and general office operations. Knowledge of computers, including word processing, Internet usage, and database management. Knowledge of the objectives of the student activities area and its
relationship to the philosophy of the college and the educational growth and development of a large and
diverse student populace; college programs and student services; and practices and trends in the student
activities/development field. Knowledge of techniques of fact finding and interviewing. Knowledge of
general Student Services procedures; organization, functions and activities of a community college; the
budget preparation process; and principles of leadership.

SKILL IN
Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and in evaluating the likely success of an idea in relation to the demands of the situation. Skill in communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and in working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to maintain accurate and complete records; and explain and interpret the function of student services. The ability to understand and carry out oral and written directions; read and understand information and ideas presented in writing; and speak to large groups. The ability to accept assigned procedures toward completion of tasks; compile data and prepare reports; and analyze and solve problems. The ability to make responsible decisions affecting students and student programs; effectively communicate college and district standards and procedures to students and the public; coordinate, plan, and schedule various activities and events; and advise and guide large groups in organizational functions.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Computer, fax machine, copier, and printer.