STUDENT PERSONNEL ASSISTANT
Student Life

DEFINITION
Under general supervision of assigned manager/supervisor, serves as a staff assistant in the development and supervision of college activities, including clubs, student government and yell leaders' selection and supervision.

TYPICAL DUTIES
Assists in the development and supervision of student organizations, and college activities consistent with the philosophy of the college and the Los Rios Community College District; plans and coordinates social and cultural activities for students; attends and supervises college activities sponsored by the student association and other student groups; works with student leaders in developing vital club programs; makes arrangements for scheduled activities such as dances, rallies, athletic contests, speakers, concerts, intramurals, graduation and other college events; coordinates the student election process; assists with the preparation of the Student Handbook; processes details for student scholarships, honors and awards; prepares materials publicizing the student affairs program; prepares written reports and proposals; performs other duties as assigned.

QUALIFICATIONS

EXPERIENCE
Two years of experience in a LRCCD student support services position or similar position with related duties. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION
Completion of an Associate’s Degree or 60 semester units (90 quarter units). NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

SPECIAL REQUIREMENT
May be required to work one or more evenings a week as well as some weekends. May be requested to pass a typing test at 40 wpm net.

KNOWLEDGE OF
Organization, functions and activities of a community college; objectives of a student affairs program and its relationship to the total college program; principles, practices, and trends in the student affair field; and principles of good supervision.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the essential functions of the position; work cooperatively with representative of the faculty, administration, student organizations and the community; analyze and solve problems; organize information and present it effectively in oral and written form; make responsible decisions affecting students and student programs; and coordinate activities and events. The ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.