

## **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.