



Student Activities and Campus Center Specialist

Classified Range: 41

Board Approved: 11/18/21 P. 115

*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; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Oversees the daily functions of a student center and assists with various student activities and services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees the day-to-day functions of the various student life services, programs, and activities assists in staffing the center with student workers; ensures a safe and welcoming environment; coordinates work requests and maintenance needs.
2. Provides input and assists in the creation, coordination, and assessment of the campus student engagement program; updates resources and opportunities for students to complete their involvement transcript.
3. Coordinates with student organizations and advisors to officially register as an organization; updates and maintains rosters with current information with regards to student leaders, members, and club purpose and activities; updates club handbooks.
4. Plans, facilitates, and hosts virtual and in-person activities; oversees campus student activities including room set-up clean-up, and logistical.
5. Oversees various aspects of the Inter-Club Council (ICC), Associated Student Government (ASG), and individual clubs; attends various club meetings and assists in the ASG election process; assists club and student leaders in activity and event planning, marketing implementation, and logistical skill development.
6. Ensures club budgets and spending plans are aligned with District policy; adjusts budgets as needed.
7. Oversees the issuance of student identification cards; monitors, inventories, and maintains equipment and supplies related to identification card system.
8. Assists with campus and community events, club activities, and service projects as well as in planning campus-wide trainings, retreats, and events for faculty, staff, and students.
9. Schedules the use of a student center assists in developing and publishing student activity calendars.
10. Provides input and assistance in the development and maintenance of College student activities and student center information published on the College's web page; posts all student organization activities on-line; maintains the Student Life social media account.
11. Assists in evaluating programs and activities provided by the Office of Student Life; provides input in developing strategic initiatives to enhance programming efforts.



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12. Coordinates with the Office of Institutional Research to generate statistical data and reports related to student life programs and activities.
13. Performs other duties related to the primary job duties.

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.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality



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- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible



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Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course in business administration, communication, or a related field.

Experience:

Two (2) years of increasingly responsible student services related experience.

Equivalency Provision:

In the absence of a Bachelor's degree from an accredited college or university with major coursework in business administration, communication, or a related field, an Associate's Degree or sixty (60) semester units with major coursework in business administration, communication, or a related field and four (4) years of increasingly responsible student services related field is qualifying.

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; frequent interruptions and distractions; intermittent exposure to excessive noise; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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 occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



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Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.