

STUDENT ACTIVITIES SPECIALIST

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, performs a wide variety of daily functions associated with the planning and coordinating of student clubs, social, cultural, leadership programs, student events, and activities in conjunction with the Office of Student Life. The incumbent serves as a primary resource and contact within the department; provides information related to student activities; works closely with and provides guidance to students, faculty, and staff in connection with the Associated Students and the Interclub Council. The incumbent exercises independent judgment in the interpretation and application of District policies and procedures within the well-established rules and regulations pertaining to student clubs and organizations.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Assists with the coordination and development of a variety of student committees, clubs, campus events, and student activities. *
2. Provides input and assistance to student leaders on budget development and monitors budget expenditures; provides guidance to club advisors, club members, and Associated Students officers related to finance, fund-raising techniques, and organizational skills. *
3. Assists with and serves as a primary resource for student committees, Associated Students' officers, clubs, and independent student groups within a diverse student population; explains, interprets, and applies District policies, procedures, rules, regulations, and restrictions pertaining to student clubs, programs, and organizations. *
4. Trains students on leadership techniques, group dynamics, and parliamentary procedures for success within the District's student governance structure; trains the Inter Club Council on proper meeting procedures according to Robert's Rules of Order and the Brown Act Policy. *
5. Coordinates and presents workshops and/or trainings on and/or off campus; may travel with students to off-campus conferences. *
6. Utilizes computers, computer software applications and programs to perform advanced-level document production including the moderate to complex formatting of documents, creating charts, updating and maintaining databases. *
7. Provides technical support for all areas of the Office of Student Life, including but not limited to providing information, assistance, and guidance in person, by telephone, written correspondence, and/or electronic technology to students, faculty, staff and the public in a pleasant and helpful manner. *
8. Performs administrative responsibilities related to the area of assignment; composes, prepares, and duplicates office correspondence, materials, reports, forms, brochures, spreadsheets, charts, graphs, tables, presentations, handbooks, manuals, and other related department documents; answers phones and refers callers to appropriate

- department, staff, and/or programs; takes and distributes messages, as appropriate. *
9. Assists in facilitating special events, workshops, trainings, and/or student activities; prepares and processes facilities use requests and room reservations; arranges for special guests and/or speakers; makes catering orders, prepares and distributes activity announcements, brochures, and/or invitations to ensure student participation and successful outcome. *
 10. Support programming at satellite centers by creating activities such as workshops and student development opportunities.*
 11. Coordinate and/or chaperone off-campus student activities including leadership conferences and club-related field trips.*
 12. Participates in regional and statewide trainings and conferences for professional growth.*
 13. Represent Student Life and promote student involvement at events located at satellite campuses.*
 14. Participates in a variety of department and/or program meetings; may prepare agendas and take, transcribe, and distribute meeting minutes; follows up with meeting participants related to any action items or activities assigned. *
 15. Extracts, compiles, and tabulates statistical data and information from various sources including but not limited to data and records kept related to individual assignments; prepares appropriate forms, schedules, reports, newsletters, and lists as required; summarizes, inputs, and reviews data and information; verifies for accuracy, completeness, and compliance to rules, regulations, policies, procedures, and other mandates. *
 16. Updates, maintains, and assembles a variety of records, files, file sharing, filing systems, and reports related to student activities, programs, clubs, and events; maintains and references annual calendar(s) of the Office of Student Life programs, events, and activities. *
 17. Collaborates with marketing, public relations, and other internal departments and staff to develop marketing strategies for advertising student activities. *
 18. Updates and maintains student handbooks, promotional materials, brochures, and other printed communication materials for distribution, on and off campus; maintains an archive library of resource materials; may assist in the production of materials for distribution. *
 19. Assists in the development and implementation of revised and/or new policies and procedures, including those to ensure effective and efficient day-to-day operations and activities of the assigned area. *
 20. Participates in the District's hiring processes; assists with training and providing work direction to student assistants, student workers, and/or short-term, temporary staff; monitors and reviews hours worked; familiarizes new student employees and other temporary staff with area of assignment, facilities, use of equipment, and department policies and procedures. *
 21. Assists in the promotion of necessary support services to increase the District's support of students within a student-centered environment. *
 22. Provides assistance to and backs up co-workers and other staff within the department, as needed. *
 23. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
 24. May assist with the set-up and/or monitoring of student events and/or activities.
 25. May serve on a variety of District committees as requested.
 26. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* with coursework in recreational administration, business administration, or related discipline; **AND**
- Two (2) years of experience providing support to student programs, clubs, activities, and/or programs.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license **'if and when'** travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Bachelor's degree in leadership, recreational administration, multicultural programming, community affairs, or related discipline.
- Experience working in an educational institution within the area of student activities or student government involving frequent student contact.
- Experience using Rogert's Rules of Order and the Brown Act.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- The Brown Act.
- Robert's Rules of Order.
- Principles and practices of special event coordination and marketing techniques.
- Social, cultural, and recreational programs of the District.
- Policies and procedures related to the Student Code of Conduct.
- Student government and leadership.
- Methods and techniques in working with current and prospective students.
- Interpersonal skills using tact, patience, and courtesy.
- Effective communication skills, both verbal and written.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.

- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Mobile devices and applications utilized by the District and/or college.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Department and/or program policies and procedures related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Plan, organize, and conduct group functions, meetings, and events.
- Extract, compile, organize, and analyze statistical data.
- Work confidentially with discretion.
- Understand the scope of authority in making independent decisions.
- Review and analyze situations accurately to determine appropriate action according to established guidelines.
- Interpret and apply the rules, regulations, policies, and procedures related to student clubs, events, activities, and services.
- Greet and provide information or direction to the public, faculty, students, and staff respectfully.
- Safely operate a motor vehicle.
- Perform administrative activities of moderate difficulty with speed and accuracy.
- Complete work assignments according to established timelines.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.

- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Demonstrate sensitivity to and respect for diverse populations.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

May be required to work a schedule involving evenings and weekends.

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.