

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERVISOR, ASSOCIATED STUDENTS AND STUDENT ACTIVITIES

U225.100

**BASIC FUNCTION:** Under the direction of an assigned administrator, supervises the Associated Students and Student Activities Department. Supervises and participates in a wide variety of daily functions associated with the planning and coordinating of student clubs, social and cultural programs, and student events and activities. Works with the Associated Students, Student Government, Interclub Council, and programs to foster student development within higher education. Provides leadership and direction to students, faculty, and staff within the Associated Students, Student Government, and Interclub Council. This position involves independent judgment in the interpretation and application of District policies and procedures and the established rules and regulations pertaining to student clubs and organizations. Directs the set-up and supervision of student events and activities. Assumes primary responsibility for the A.S. and Student Activities Department.

**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 \*)*

- \*1. Effectively supervises, assigns, reviews, coordinates workflow, participates in and supports the work of assigned staff to optimize services for Associated Students, Student Activities, and the Interclub Council. Supervisory duties include instructing, planning, and assigning work; maintaining standards; determining performance objectives; coordinating activities; responding to employee leave requests; processing monthly timesheets; acting on personnel issues; and recommending employee discipline as appropriate.
- \*2. Ensures effective and efficient operations by developing organizational, operational, and comprehensive plans and operating procedures; identifies opportunities for optimizing staff and resources and recommends and implements changes that enhance efficiency; provides ongoing budget oversight and maintenance along with other supplemental allocations to assist the assigned administrator with development of the departmental budget.
- \*3. Provides leadership and guidance with the coordination and development of a variety of student committees, clubs, groups, and activities; provides input and assistance to student leaders on budget development and monitors budget expenditures; provides guidance to club advisors and ASB officers in leadership, fund-raising techniques and organizational skills.
- \*4. Provides leadership and serves as a resource person for student committees, clubs, and groups within a diverse student population; independently provides the explanation, interpretation, and application of District policies and procedures and the established rules, regulations, and restrictions pertaining to student clubs, programs, and organizations.
- \*5. Trains students on leadership techniques and parliamentary procedures for success within the District's student governance structure; trains students on proper meeting procedures according to Robert's Rules of Order and the Brown Act Policy.
- \*6. Coordinates and presents workshops and conferences on and off-campus; coordinates guest speakers for workshops and conferences on and off-campus; travels with students to off-campus conferences. Secures facilities, materials, speakers, and food services as needed.
- \*7. Utilizes computers to perform advanced-level document production, including the complex formatting of documents, creating charts, establishing and maintaining databases, using spreadsheets, and utilizing a variety of software and hardware.
- \*8. Provides a full range of clerical and technical support for all areas of the Associated Students, including but not limited to providing information, assistance, and guidance in person, by telephone, written correspondence, and electronic technology to students, faculty, staff and the general public; assembles files and duplicates materials; composes and prepares office correspondence, materials, reports, forms, brochures, spreadsheets, charts, graphs, tables, presentations, handbooks, manuals, and other related departmental documents; answers phones, refers callers and takes messages; maintains and orders supplies; may prepare agendas and take minutes of meetings.
- \*9. Compiles and tabulates statistical data and information from various sources including data compiled and records kept as they relate to individual assignments and prepares appropriate forms, schedules, reports, newsletters, and lists as required; summarizes, inputs, and reviews data and verifies for accuracy, completeness, and compliance to rules, regulations, policies, procedures and other mandates.
- \*10. Maintains an updated variety of recordkeeping documents, files, and reports related to student activities, programs, clubs, and events; maintains yearly calendar(s) of Associated Students, student clubs, and program events and activities, etc.
- \*11. Participates in the preparation and processing of facilities use requests, room reservations, food orders, and other associated requirements to ensure the assigned programs, events, and activities have a successful outcome.
- \*12. Updates, revises, and may produce handbooks, promotional materials, brochures, and other printed communication materials for distribution, on and off campus; maintains a library of resource materials.
13. Responsible for the development and implementation of revised, and new procedures, including those to ensure effective and

efficient day-to-day operations of the assigned area.

14. Hires, trains, and provides direction to student employees and hourly personnel; monitors hours worked; familiarizes new student employees and other temporary help with area of assignment, facilities, use of equipment, and departmental policies and procedures.
15. Assists in the development of marketing strategies and the promotion of necessary support services to increase the District's support of students in a student centered environment.
16. Provides assistance to staff within the department as necessary.
17. May serve on a variety of District committees as requested.
18. May perform other related duties as assigned.

#### MINIMUM QUALIFICATIONS: EDUCATION/EXPERIENCE:

- An Associate's Degree\* in leadership, recreational administration, multicultural programming, community affairs, social sciences or a related field; **AND**
- Two (2) years of work experience directly related to the functions of this position.
- **OR** any combination of education and experience which would provide the required qualifications for the position.

*\*Associate's 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.*

#### DESIRED QUALIFICATIONS:

- A Bachelor's Degree in leadership, recreational administration, multicultural programming, community affairs, leadership, or a related field.
- Two (2) years of experience supervising the work of others within higher education in the area of student activities, student government, or student services involving frequent student contact.
- Experience using Robert's Rules of Order and the Brown Act.

#### CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Maintain a valid California Drivers' License throughout duration of employment with the District.
- Some travel will be required.
- May be required to work a schedule involving evenings and weekends.

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

Knowledge of and the ability to interpret and apply District policies, rules, procedures and regulations.

**Knowledge of:** the principles of student development within higher education; the theories and principles of leadership to diverse groups of students; California Education Code as it applies to student life; modern office equipment, methods and procedures including filing and computer systems; letter and report writing; receptionist and telephone techniques; correct English usage; principles and practices of event and risk management; 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;

**Ability to:** ensure compliance with all laws, regulations and policies through effective supervision; motivate and provide effective leadership; plan and coordinate the most effective use of staff and resources to achieve departmental goals; communicate professionally in confrontational situations; plan, organize and conduct group functions and meetings; demonstrate effective public speaking techniques; learn and understand related sections of the Education Code as they pertain to students and the District; learn, interpret and apply rules, regulations and the policies and procedures regarding student clubs, events, activities and services; greet the public, students and staff respectfully and respond intelligently to questions regarding policies and procedures, etc; demonstrate acceptable planning and organizational skills; collaborate with others to develop services, events and activities; apply student government rules, regulations and requirements; perform difficult and responsible clerical work with speed and accuracy; operate computers and related equipment with ease; utilize keyboarding skills commensurate with the required functions for this position; compose complex reports and correspondence; keep records and prepare reports and spreadsheets; demonstrate computer applications and other skills to students and staff; work independently with an emphasis on detail management; complete work assignments according to established deadlines; maintain and follow schedules and calendars; use problem solving skills; understand and follow oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work; make necessary mathematical calculations rapidly and accurately; demonstrate sensitivity to, and respect for, diverse populations

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to classified, student and short term employees.

**PHYSICAL EFFORT:**

Normal office environment plus some moderate lifting required for event set up and tear down.

**CONTACTS:**

Students and all classifications of faculty, staff, and administration at Butte College; government agencies, auditors; vendors, guest presenters, agents, regional and state community college personnel and the general public.

**WORKING CONDITIONS:**

Normal office environment subject to continual interruptions, noise, and computer-generated video radiation; variable weather conditions associated with indoor and outdoor event activities.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.