



STUDENT ACTIVITIES COORDINATOR

BASIC FUNCTION

Under the direction of an administrator, performs a wide variety of daily functions associated with the coordination and planning of student activities and events; supports the planning and coordination of college center; assists in marketing efforts for student activities and events.

DISTINGUISHING CHARACTERISTICS

The incumbent in this classification performs duties in support of student activities and event planning. The work requires extensive interaction with participants/students, faculty, staff, and others. The incumbent must possess well-developed organizational skills and communication skills related to planning multiple events in support of student activities and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Organize and coordinate special events and activities and events for students; assist in other events.
2. Assist in student affairs programs, events, and activities.
3. Assist in the review of material to be posted on campus. Scan and remove literature that may be in violation of district policy with approval of administrator.
4. Assist in planning and coordination of commencement activities.
5. Assist staff and students in organizing and coordinating activities or events that are held in the College Center.
6. Maintain daily operations of the College's universal I.D. card program; facilitate activities in the College Center.
7. Provide support for student leaders, clubs, faculty, and staff in planning, organizing, and coordinating programs and activities; assist in marketing and public information.

8. Maintain a current Master Calendar relating to college events; coordinate associated facility requests; assist in public information and marketing efforts.
9. Maintain and monitor the College's marketing efforts on the marquee and social media and direct inquiries to appropriate departments.
10. Participate in meetings and on committees as assigned.
11. Provide training and supervision to students and temporary employees.
12. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Federal, state, and local laws, codes, and regulations.
- District organization, operations, policies, and procedures.
- Modern office practices, software, procedures, and equipment.
- Techniques of planning and marketing.
- Student services programs and procedures.
- Academic support, student outreach, and retention programs.
- Web page and database management.

Skills and Abilities To:

- Read, write, and communicate.
- Draft, proofread, and edit documents.
- Work independently with little direction.
- Operate office machines.
- Operate software and data systems.
- Meet schedules and deadlines.
- Problem solving.
- Perform independently and within a team.
- Perform under a high pace or stressful environment.

Education and Experience:

An associate degree in business, public relations, social science, or related fields and two (2) years of experience in clerical, event planning, student government or related field affairs.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Classification: Student Activities Coordinator / Range: 18 / FLSA Status: non-exempt
Date Last Revised: June 2016 / Date Approved:

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines. Some evening and weekend work will be required.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 10 pounds. Incumbents may coordinate and attend events at local high schools and other venues.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.