



**TITLE: Coordinator, Student Engagement Programs, Petaluma**

**CLASSIFICATION: Classified**

**SALARY GRADE: O**

**JOB DESCRIPTION:**

Under general direction, coordinates Student Engagement programs including the Student Life activities and events, Petaluma Student Council, Student Resource Center (SRC), Welcome Center, CyBear Center South coordinates the Student Ambassador Program and campus marketing programs and services; plans workshops and seminars for student leadership development; serves as an advisor for students; prepares annual reports and implements the program budget; provides training and support for technology in the SRC; assists with operations of the Petaluma Campus Student Center.

**SCOPE:**

The Coordinator, Student Engagement Programs, Petaluma advises and assists students in becoming engaged with District programs and activities; provides advising and support to the Petaluma Student Council and student clubs on the Petaluma Campus; improves student access to support programs, public resources, community organizations and regional support services for basic needs; identifies, plans and implements services, programs, and activities that advocate for and support the overall development of students, particularly those that contribute to the support of student engagement and retention.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates Student Engagement Programs including the Student Life events, student activities and events; serves as an advisor for the Petaluma Council including ad-hoc committees and campus wide student leadership clubs.
2. Implements and monitors the operating budget for the Student Resource Center, Student Life Office, and Student Ambassador payroll; coordinates purchasing of supplies and equipment.
3. Coordinates the daily operations of the Petaluma Student Resource Center and provides information and referral services to students on transportation, food, housing and other basic needs; collaborates with community partners to provide support and services.
4. Recruits, trains, hires, and supervises student employees as part of the Petaluma Student Ambassador Program; provides ongoing training and support for Student Ambassador program and coordinates weekly schedules, campus tours, and provides support for special events.
5. Coordinates and develops student leadership programs, including developing and implementing events, activities, workshops, and meetings designed for student success and retention.
6. Coordinates student enterprises, CyBear Center South, cashier operations and directs Photo ID operations.
7. Prepares ongoing reports including income from student enterprises, usage, & student contacts to evaluate effectiveness of services.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

8. Coordinates department and campus publications and social media campaigns; monitors and updates designated webpages; develops electronic communication with students, and marketing and outreach activities on campus for basic needs programs.
9. Assists faculty, staff, and students with facilities and service requests, event logistics, display cases, digital displays, and equipment procurement including operations of the Campus Student Center.
10. Serves as a resource to students on District and department policies and procedures.
11. May serve as a lead worker to other classified staff in the area.
12. Hires, trains, supervises and evaluates student and short-term, non-continuing employees.

**ABILITY TO:**

Provide training and direction in the use of equipment; maintain security of copy/print machines and cashier operations; track and compile statistical information; maintain budgets; plan and coordinate events and activities in a higher education environment; maintain cooperative working relationships; communicate clearly and effectively both orally and in writing; and demonstrate a sensitivity to, and respect for a diverse population.

**KNOWLEDGE OF:**

Policies and procedures related to the Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations, the Student Code of Conduct and the Club Handbook; community resources and services; best practices in student development theory to advising students in clubs, student government and other student affairs programs; standard office productivity software, ID systems, copying and printing equipment.

Preferred additional knowledge: Understanding of copyright laws and District policies.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree.

**EXPERIENCE:**

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience in two or more of the following related areas: social services, student advising, event planning, conflict resolution, and office administration. Previous experience working with students in higher education preferred.

**LICENSES AND OTHER REQUIREMENTS:**

This classification may require some travel to local organizations and companies. Requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.

**PHYSICAL REQUIREMENTS:**

Ability to lift up to 50 lbs. unassisted.