



TITLE: Coordinator, Student Engagement Programs

CLASSIFICATION: Classified

SALARY GRADE: O

JOB DESCRIPTION:

Under general direction, coordinates student engagement programs including Inter-Club Council; advises students on co-curricular programs and engagement opportunities; coordinates advocacy events, activities, and student leadership and advisor trainings; supports students with policy development activities; coordinates District-wide special events and activities and communications to students and college community.

SCOPE:

The Coordinator, Student Engagement Programs, advises and assists students in becoming engaged with District programs and activities; supports and advises students in their work with advocacy and policy issues; 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. Advises and assists students, both individually and in groups, in becoming engaged with District programs, activities, faculty and staff; advises and assists students with advocacy, civic engagement and policy development.
2. Advises Inter-Club Council, including club events, activities and chartering.
3. Coordinates District-wide events and activities, including Day Under the Oaks.
4. Assists students with resolving issues related to their educational experience.
5. Coordinates social media campaigns and electronic communication with students.
6. Develops and provides services, trainings, resources, and activities that advocate for and support the development of students; maintains displays and equipment.
7. Collaborates with departments and advisors to assist in accessing resources to support their success and retention.
8. Prepares and analyzes data and statistical information to evaluate effectiveness of services.
9. Develops, implements and monitors the operating budget for the assigned area.
10. May assist with coordinating the Santa Rosa campus Student Ambassador program.
11. May serve as lead worker for other classified staff within the area.
12. Supervises and trains students and short-term, non-continuing (STNC) employees.

ABILITY TO:

Coordinate student engagement activities, events and clubs communicate effectively in English, both orally and in writing; interpret District policies, applicable State and Federal laws and parliamentary procedures; facilitate conflict resolution with students; plan training programs and give presentations to individuals and groups; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Socioeconomic trends and issues facing diverse groups; community resources and services; budgets and revenue control; standard office productivity software; student development theory; advising best practices; principles of student leadership development; organizational structure, culture, policies and practices.

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 related areas such as social services, student advising, event planning conflict resolution, and office administration. Previous experience working with students in higher education preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Position requires frequent travel to various area high schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.