



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, STUDENT GOVERNMENT PROGRAMS	CLASSIFIED	GRADE: O
Board Approved:		New Classification Board Approved 11.8.16

**JOB DESCRIPTION:**

Under general direction, coordinates and oversees the operations of student government including Student Government Assembly (SGA) meetings, the development and maintenance of all SGA governing documents, the Public Service Fellowship Program, Student Center Fee initiatives, student leadership development and training, and special projects and events related to the representation and governance of students.

**SCOPE:**

The Coordinator, Student Government Programs provides advising and support to the Student Government Assembly and related programs on the Santa Rosa and Petaluma campuses; provides guidance and oversight for programs, events and activities sponsored by SGA; supervises student attendance at state-wide governance conferences and SGA retreats; provides leadership training for students; supports and advises participation in college-wide governance; coordinates the Public Service Fellowship Program.

**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 and oversees SGA operations including meetings, trainings, leadership development, policy initiatives, events and activities.
2. Coordinates and oversees the SGA Public Service Fellowship (PSF) Program including student employment contracts, academic guidance and reports.
3. Advises the Students on Committees Council and other SGA committees.
4. Coordinates student elections in collaboration with Student Government Assembly.
5. Provides assistance and support for Student Center Fee and other SGA-sponsored initiatives; assists with preparation and submission of forms, proposals and resolutions.
6. Supports the work of student government officials in representing students and developing student success programs and initiatives, in collaboration with other departments.
7. Coordinates student government retreats and trainings, in collaboration with student government leadership; supervises students at conferences and other travel-related activities.
8. Provides guidance to students in monitoring revenue and expenses for SGA accounts and special funds.
9. Supports the development and maintenance of the SGA constitution, by-laws and other governing documents.
10. Provides oversight, guidance and monitoring of programs, events and activities sponsored by SGA.
11. Maintains historical records of events, proposals, and action taken by the SGA; assists the SGA in preparing official meeting minutes.

### **KEY DUTIES AND RESPONSIBILITIES – Continued**

12. Develops and maintains student government web pages; supports social media initiatives and updates.
13. Coordinates the SGA annual recognition and awards banquet, in collaboration with student government leaders.
14. Assists in the planning and implementation of designated events and activities.
15. Supervises and trains student employees and short-term, non-continuing (STNC) employees.

### **EMPLOYMENT STANDARDS**

#### **ABILITY TO:**

Work independently with minimal supervision; advise, train and supervise student leaders; monitor budgets; plan and coordinate events and travel; facilitate conflict resolution with students; communicate effectively, both orally and in writing; demonstrate sensitivity to, and respect for, a diverse population; provide effective customer service; maintain cooperative working relationships.

#### **KNOWLEDGE OF:**

College student and leadership development theory and practice; Ralph M. Brown Act open and public meeting guidelines; parliamentary law and application; standard office productivity software; web-based applications and social media; advising and mentoring best practices.

#### **MINIMUM 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:*

Some experience (1-2 years of full-time equivalent) in college student development or related field; previous experience (less than one year of full-time equivalent) with leadership development programs, and coordinating events and activities. Previous experience working with college students is preferred.

#### **LICENSE OR CERTIFICATE:**

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

#### **SPECIAL REQUIREMENTS:**

Position requires travel to various regional and state-wide conferences, District sites and community agencies. Ability to lift up to 50 lbs. unassisted. Requires some evening and weekend work.