

**TITLE: Coordinator, Student Engagement Programs**

**CLASSIFICATION: Classified**

**SALARY GRADE: C11**

**SCOPE OF POSITION:**

Under general direction, coordinates student engagement programs including student clubs and assists with operations of student centers; advises students on co-curricular programs, engagement opportunities and resources; coordinates advocacy activities and supports students with policy development; plans and assists with coordinating the Student Ambassador program and implements student leadership trainings; prepares reports and implements the program budget; coordinates District-wide events and activities and communications to students and college community.

**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 with advocacy, civic engagement, and policy development and becoming engaged with District programs, activities, faculty, and staff; advises student councils regarding club events, activities, and chartering.
2. Coordinates District-wide events and activities; assists faculty, staff, and students with facilities and service requests, event logistics, and equipment procurement.
3. May coordinate the daily operations of a student center and provide information and referral services to students on transportation, food, housing and other basic needs; collaborates with community partners to provide support and services.
4. Coordinates, develops and provides services and trainings that advocate for and support the development of students.
5. Coordinates marketing materials and social media campaigns; maintains web pages.
6. Prepares and analyzes data and statistical information to evaluate effectiveness of services; prepares reports and presentations.
7. Develops, implements, and monitors the operating budget for the assigned area; coordinates purchasing of supplies and equipment.
8. May assist with coordinating the Student Ambassador program, including student enterprises, cashier and copier operations and photo ID operations.
9. May serve as lead worker for other classified and short-term, non-continuing (STNC) employees within the area.
10. Supervises and trains student employees.

**KNOWLEDGE OF:**

1. Socioeconomic trends and issues facing diverse groups.
2. Community resources and services.
3. Budgets and revenue control.

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### **KNOWLEDGE OF – Continued**

4. Student development theory, including principles of student leadership development.
5. Relevant local, state, and federal policies, procedures, rules and regulations, including parliamentary procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Coordinate student engagement activities, events, and clubs.
2. Facilitate conflict resolution with students.
3. Plan training programs and give presentations.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree required.

### **EXPERIENCE:**

2+ years of related experience in social services, student advising, event planning, conflict resolution, and/or office administration.

### **OTHER REQUIREMENTS:**

- 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.
- Position requires frequent travel to various area high schools, organizations, and community agencies.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*