

TITLE: Coordinator, Student Leadership Development**CLASSIFICATION: Classified****SALARY GRADE: C11****SCOPE OF POSITION:**

Under general direction, coordinates and oversees the operations of student leadership programs 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. Provides coordination and support to the events, online operations, and day-to-day operations of the Department of Student Life, Equity, & Engagement.

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. Oversees the onboarding and training of student representatives in shared governance, student government, student clubs and organizations, and other student representative positions. Trains elected and appointed student leaders, as a group and individually, in the areas of student government roles, expectations of student leaders, document governance, department policies, applicable college policy, Education Code and District technology resources.
2. Coordinates the development of District-wide student leadership programs and opportunities, pursuant to Title 5 and Education Code.
3. Directs and advises student leaders, student employees, and organizations. Provides guidance and support to students regarding leadership opportunities, academic progress, and achieving personal goals.
4. Assists students in the creation of agendas and agenda items, and tracks progress. Advises students in the development of annual budgets and spending proposals, including assistance with budgeting, determining spending accounts, and tracking expenditures.
5. Provides support during shared governance and student meetings. Serves as lead advisor to SRJC's Student Government Assembly during official public meetings and subcommittee meetings.
6. Provides logistical, budgeting, supervision, and planning support to students during the creation of events and activities. Coordinates and assists in department events and activities.
7. Coordinates primary website design and updates for multiple related areas. Builds webpages and creates forms for students, the department, and the District.
8. Supports social media campaigns and electronic communication with students.
9. Coordinates a fair and effective student elections process. Prepares the candidate application and schedules election activities. Oversees the election budget and drafts proposals to utilize funds for election promotion, supplies, staffing, and activities.
10. Coordinates the annual contract for the compensation program for elected students and students serving on shared governance or district hiring committees, in accordance with the Board of Trustee approved program requirements.

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KNOWLEDGE OF:

1. College student and leadership development theory and practice.
2. Ralph M. Brown Act open and public meeting guidelines.
3. Parliamentary law and application.
4. Web-based applications and social media.
5. Advising and mentoring best practices.
6. Basic web accessibility tools and document remediation.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Work independently with minimal supervision.
2. Advise, train, and supervise student leaders.
3. Monitor budgets.
4. Plan and coordinate events and travel.
5. Facilitate conflict resolution with students.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. 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 in political science, student affairs, or a closely related field of study required.

EXPERIENCE:

- 1+ year of related experience in college student leadership development programs or related field.
- Coordinating student events and activities required.

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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 travel to various regional and statewide conferences, District sites 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](#).