

Ohlone Community College District



Campus Activities Program Coordinator

POSITION

Under direct supervision of the Director of Campus Activities and EOPS, to perform a variety of specialized and responsible duties in support of the Campus Activities' student services area. Will require some evening, weekend, or off-campus work.

SUPERVISION EXERCISED: Exercises supervision over a limited number of student employees.

EXAMPLES OF ESSENTIAL & IMPORTANT DUTIES

- Assist with coordination activities such as College Hour programs, student government elections, dances, concerts, and cultural events (e.g. Black History Month, Cinco de Mayo, etc.)
- Assist the Director in enhancing leadership opportunities, such as creating/implementing leadership workshops, and leading team building programs.
- Assist the Director in traveling with students for leadership opportunities (conferences/workshops).
- Assist the Director in providing monthly co-curricular events, such as speakers and social/educational programs and events.
- Serve as the co-advisor and resource to the Associated Students and all of its subgroups (Inter Club Council, subcommittees and individual clubs)
- Provide assistance to students in the planning and implementation of student sponsored activities and program
- Advise and assist new clubs with the chartering process for campus recognition, advise clubs regarding District policies and regulations.
- Oversee regulation of student groups, student travel authorization and elections.
- Provide ongoing training and development to student groups including updating procedure manuals.
- Maintain campus activities calendar and publications
- Advise students involved in representative positions on college-wide committees
- Other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Basic principles, methods, and techniques of student development, campus activities, and vocational programs. Modern office procedures, methods, and computer equipment. Principles and procedures of record keeping, report preparation, and presentation techniques. Basic research techniques. English usage, spelling, grammar, and punctuation. Basic mathematical principles. Pertinent federal, state, and local laws, codes, and regulations. Safe driving principles and practices.

Skill to: Operate modern office equipment including computer equipment. Type at accurate speed necessary for successful job performance. Operate a motor vehicle safely.

Ability to: Assist students in effectively analyzing and developing their leadership skills, higher education, career, and vocational programs. Follow established methods and procedures related to assignments of Campus Activities. Work independently in the absence of supervision. Understand and follow oral and written instructions. Prepare clear and concise reports. Communicate clearly and concisely, orally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.

Qualifications

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Degree supplemented by college level course work in education, counseling, or a related field.

Experience: One year of experience in Campus Activities or related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to work in standard office environment with some ability to travel to off-sites and light physical lifting/moving. Ability to participate in occasional evening or weekend work.

Board Approved:

Union Approved: 10/25/07

H:\Job Descriptions (Official)\campus activities prg coord