VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT ACTIVITIES SPECIALIST

BASIC FUNCTION:

Under the direction of the Vice President of Student Services, plan, organize, coordinate and implement a student activities program; serve as a resource to students by directing students to appropriate person or office for resolution of or assistance with personal or school-related problems or difficulties.

REPRESENTATIVE DUTIES:

Serve as primary advisor to student government; advise students on procedures and policies of the College relating to student activities. E

Attend various student meetings such as social committee meetings, finance meetings and weekly ASB meetings; attend activities sessions, rehearsals, and auditions. E

Participate and represent the College at various meetings and conferences relating to the operation of the student activities office. E

Plan, coordinate and promote student activities and special events; advise students on procedures concerning all planned student elections; supervise election process. E

Supervise the planning and preparation of various student activities, events, projects and budget; oversee ASB and club/organization expenditures. E

Maintain appropriate communication with students, faculty and staff concerning activities of clubs, organizations, and special events. E

Consult with students about personal problems as necessary; identify problems and concerns of students and direct students to appropriate source for assistance or resolution. E

Maintain College Master Calendar; approve and coordinate activities; process theatre and custodial or security service requests. E

Assure that student identification photographs are taken according to schedule. E

Plan, organize and coordinate the annual commencement ceremony and reception; coordinate the distribution of caps and gowns. E

Represent the college at a variety of meetings and workshops; provide a variety of information to students and staff regarding college programs, activities and services. E

Supervise the planning, preparation and publication of all printed materials required for the program such as by-laws and handbooks. E
STUDENT ACTIVITIES SPECIALIST (continued)

Coordinate student events and activities with community groups and organizations as appropriate. E

Provide information and advice to students seeking employment; identify and develop part-time employment opportunities for students. E

Maintain inventory of office supplies; order supplies when needed. E

Provide work direction and guidance to student workers. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College student activities programs
Local community service agencies, high schools and businesses
Leadership training and parliamentary procedures
Modern office practices, procedures and equipment
Record-keeping techniques
Oral and written communications skills
Telephone techniques and etiquette
Interpersonal skills using tact, patience and courtesy
Principles and practices of training and providing work direction
Technical aspects of field of specialty
District organization, operations, policies and objectives

ABILITY TO:

Organize and deliver informational presentations
Provide effective supervision and guidance to student organizations and clubs
Work cooperatively with others
Maintain records and prepare reports
Meet schedules and time lines
Oversee budgets
Add, subtract, multiply and divide quickly and accurately
Communicate effectively both orally and in writing
Read, interpret, apply and explain rules, regulations, policies and procedures
Complete work with many interruptions
Type at an acceptable rate of speed
Analyze situations accurately and adopt an effective course of action
Establish and maintain cooperative and effective working relationships with others.
Observe legal and defensive driving practices
Plan and organize work
Train, supervise, and evaluate personnel
Work confidentially with discretion
EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Completion of two years of college coursework equivalent to 48 semester units or equivalent quarter units.

Experience: Two years of experience developing and implementing student programs or coordinating student events at an institution of higher education. A bachelor’s degree may be substituted for one year of the required experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Student Services office environment
Subject to constant interruptions
Subject to driving to conduct work off campus

PHYSICAL ABILITIES:

Hearing and speaking to provide and exchange information
Sitting or standing for extended periods of time