

COMPTON COMMUNITY COLLEGE DISTRICT



STUDENT ACTIVITIES COORDINATOR

420169/29

FLSA: NON-EXEMPT

	<u>Start</u>	<u>6 mos*</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>	<u>5 yrs</u>	<u>6yrs</u>	<u>7yrs</u>
SALARY:	\$4123.16	\$4329.36	\$4545.78	\$4773.12	\$5011.71	\$5262.28	\$5525.46	\$5801.74	\$6091.77 per month
HOURLY:	\$23.790	\$24.980	\$26.230	\$27.550	\$28.920	\$30.370	\$31.890	\$33.470	\$35.150 per hour *probation

DEFINITION

Under general direction, organize, coordinate, supervise and direct all student activities programs and services which support the academic, administrative, and student service functions of the college, and perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Student Development & Athletics. May exercise technical or functional direction over lower-level staff and student workers.

CLASS CHARACTERISTICS

This is a journey-level class responsible for the oversight and coordination of the office of Student Development. Responsibilities include performing specialized office support duties to the assigned department to ensure efficient service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and District activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with staff and the public, as well as performing various research functions. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Meet and work with the Student Council as co-advisor regarding campus governance, student leadership, program planning, Associated Student Body (ASB) budget and expenditures, and duties of each officer.
- Recommend budgets, policies, procedures, rules and regulations relative to student life issues.
- Plan, organize, and direct assigned personnel involved in student life projects and activities.
- Counsel student in time management, stress and conflict resolution.
- Assist the Director of Student Development & Athletics as requested.

- Oversee a wide variety of student cultural activities sponsored by Student Council such as lectures, forums, musical programs, dance performances, and talent showcases.
- Assist the Director of Student Development & Athletics in identifying guest speakers and performers for

each of the annual institutional programs including Latino Awareness Month, Martin Luther King Day, Black History Month, International Day, Cesar Chavez Day, Academic Awards Tea, Homecoming, and Commencement.

Contact vendors to rent or purchase supplies and equipment for programs that need special arrangements, including folding chairs and tables, backdrop curtain, potted trees, balloons, flags, floral centerpieces.

Direct, supervise and evaluate the activities, programs and services coordinated by the Student Development Office.

Develop and implement appropriate methods and procedures to provide effective and successful social, cultural and instructional activities for students.

Assure that Student Development Office events function well regarding safety, etiquette, decorum, and are held according to district policies.

Operates appropriate equipment as necessary.

Enter and receive data, maintain records, and generate reports.

Maintain inventories and stores all Student Lounge equipment, furniture, tools, supplies and materials.

Complete ASB performance contracts for guest speakers and performers to ensure a check is available at the time of performance.

Collect money and keep detailed records for major ASB fundraisers in accordance with District procedures.

Manage the physical arrangements at the Student Lounge for all programs and meetings scheduled including setting up a stage, chairs, moving tables, hanging banners and decorations, and audiovisual equipment.

Coordinate the annual Student Council Leadership Retreat; arrange hotel accommodations, meals, travel, and activities.

Maintain Student Lounge facility, equipment and supplies; prepare and submits service request; order supplies and equipment; maintain records.

Attend Student Council meetings and workshops to give advice and reports on upcoming student activities and submit items for ASB Expenditures Approval List.

Prepare a variety of reports of activity reports, memos, and letters; design flyers to promote programs and special events to be distributed throughout campus.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Administrative policies and pertinent sections of the Education Code.

Student Council government rules and regulations.

Basic budgeting and accounting procedures.

Business writing methods and techniques.

Record keeping principles and procedures.

Report writing methods.

Purchasing procedures.

Office practices, procedures and equipment.

Word processing and spreadsheet programs.

Leadership and motivational techniques.

Group dynamics and student leadership qualities.

Basic contract preparation and administration procedures

Ability to:

Operate personal computer and standard office equipment.
Operate telecommunications equipment, computerized photo identification card system, and College Television Network closed circuit satellite system.
Plan, organize and motivate the Student Council officers.
Balance the educational and recreational needs of the students when planning programs and events.
Interpret and apply administrative policies and procedures.
Understand and follow oral and written instruction.
Maintain detailed records.
Communicate effectively both orally and in writing and work cooperatively with Student Council, co-workers, supervisors, management, public, and other department representatives.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university preferably with a major in education, public administration, business administration, or related field, plus three (3) years' experience planning educational and/or cultural programs for college level students and working with students in a leadership role including one year in coordinator position.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES

Criminal Justice Fingerprints.
Tuberculosis screening.
District pre-placement drug testing at District expense.
APPROVED 08/14

BENEFITS PACKAGE

Diversified medical, dental, vision and life insurance programs.
\$50,000 term life insurance plan, long term care and long term disability insurance plans.
Benefits also include up to 22 vacation days and 12 sick days per year.
Staff members contribute a percentage of their monthly salary to the State Teachers Retirement System (STRS) or Public Employees' Retirement System (PERS) and, where applicable, to Social Security.

APPLICATION PROCEDURE:

Applicants must submit the following documents by the closing date:

1. Online application: [Compton Community College District - Administration - Human Resources](#)
2. Cover letter. (Letter of introduction highlighting your education and experience.)
3. Resume.

Pertinent transcripts (only in pdf format) as stated in the job qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE pdf document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

*Please Note: Documents uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

ALL APPLICATIONS MATERIALS MUST BE
SUBMITTED ONLINE AT:

[Compton Community College District - Administration - Human Resources](#)

REASONABLE ACCOMMODATIONS:

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2400, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

SELECTION PROCEDURE:

Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.

Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.

The selection procedure will consist of an Examination and Qualification Appraisal Interview (worth 100%).

The Examination will be evaluated as part of the Interview.

Examinations may consist of a written or performance test, an evaluation of training and experience, an oral examination or interview, or other tests determined by the Personnel Commission.

EMPLOYMENT INFORMATION:

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted an application for a position. SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District's recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

ABOUT THE DISTRICT

Compton College (originally Compton Junior College) is a public community college offering a full complement of transfer and degree courses, as well as career and technical education. Enrolled students may earn an associate degree or certificate, transfer to a four-year university or train for a career.

Compton College is part of the Compton Community College District, which encompasses an area of about 29 square miles, making educational services available to nearly 300,000 residents of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. About 290 full- and part-time faculty teach more than 40 degree programs and 20 certificate programs.

HISTORY OF COMPTON COLLEGE

The Compton Community College District (CCCD) was established in 1927 as a component of the Compton Union High School District. In 1950, voters approved a bond issue separating the college from the high school district. Construction of the new college campus was completed on the present site. Classes began on the new campus in fall 1956.

In August 2006, the El Camino Community College District Board of Trustees approved a Memorandum of Understanding to provide educational and related support services to Compton Community College District residents.

On June 7, 2017, the Accrediting Commission for Community and Junior Colleges (ACCJC) granted initial accreditation status to Compton College. The action established Compton College as an accredited college within the El Camino Community College District.

Compton College was officially named the 114th California Community College through unanimous vote by the Board of Governors in July 2017. On August 29, 2018, California Community Colleges Chancellor Eloy Oakley issued Executive Order 2018-01 declaring Compton College will operate as an independent college under the authority of the Compton Community College District (CCCD) Board of Trustees effective June 7, 2019.

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MISSION STATEMENT:

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Dr. Hiacynth Martinez, EEO Compliance Officer, at (310) 900-1600, extension 2400.

IMPORTANT NOTICE

To be included in the initial screening application materials must be received no later than 3:00 p.m. on the closing date.