

JOB TITLE: Campus Life Coordinator – 180 Day Contract, Division of Student Equity & Engagement

LAST REVISED: February 2018

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

PURPOSE

Under direction of the Dean of Student Equity, the Campus Life Coordinator provides leadership and has responsibility over the day-to-day operations of the Associated Students of Sierra College (ASSC) and the Student Senate. This includes the coordination of the District's campus life programs and student clubs and activities to enhance and support civic engagement, student leadership, student services and a vibrant student life.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Campus Life Coordinator must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes but not limited to persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

DISTINGUISHING CHARACTERISTICS

This is a full time, 180-day contract faculty position. It includes some evening and weekend work, as needed. The Campus Life Coordinator provides classroom instruction related to student leadership and civic engagement. In addition, this position works in collaboration with faculty, club advisors, and staff. Incumbents may supervise and evaluate work performed by student employees and/or other temporary help, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to:

Program Coordination

- Provides leadership and direction for the District's student activity programs and services.
- Coordinates the Campus Center, including the Campus Food Pantry.

- Develops and implements a comprehensive, on-going process to evaluate the campus life environment measuring its effectiveness in relation to student satisfaction, student equity, and staff participation and support of co-curricular efforts.
- Develops a master schedule for campus events coordinating with other District departments, staff, and community members.
- Liaisons with the Marketing Department to coordinate publicity for student activities and events. Coordinates the development of digital communication and engagement with the broader student body.
- Coordinates with Business Services to mitigate liability/risk regarding student events and activities.
- Tracks and monitors student participation.
- Coordinates student program promotions.
- In partnership with Business Services or the foundation, secures financial resources through fund-raising activities, grant proposals, and other strategies.
- Supervises student events and relevant club activities including student sponsored and student government activities requiring the presence of college personnel. Supervises, orients, and evaluates students, and/or other temporary help.
- Supervises the preparation and maintenance of records, files, and reports relating to student activity programs, budgets, and evaluations. Prepares and submits reports regarding program operations and activities, as requested.
- Ensures programs and services comply with applicable laws, regulations, policies and procedures, as required.
- Develops and implements administrative policies and procedures.

Program Advisor

- Provides leadership, guidance, training and mentorship for student government, student clubs, and their academic advisors. Coordinates, trains, and supports club advisors in their role with all student/campus clubs.
- Conducts trainings and/or workshops for club advisors and members.
- Assists to develop systems for students to effectively participate within the operations, governance, and decision-making processes of the College.
- Serves as a resource for staff regarding policies, procedures and regulations or student participation in shared governance across campus and District committees.

Grievance Officer

- Serves as the District's Grievance Officer and acts as facilitator to assist all parties to a satisfactory resolution of the grievance at the lowest level possible.
- Communicates grievance procedures to students, faculty, and staff, as necessary.
- Ensures the District's grievance procedures are followed in a timely and equitable manner.

- Conducts all Grievance Committee hearings, including the scheduling of meetings, assisting all parties in securing supporting information, and maintaining meeting records, as required by District procedures.

Curriculum Development and Instruction

- Develops and provides curriculum for student leadership, student government, and other related topics.
- Implements a student leadership program.
- Maintains current occupational information and professional resources, reviewing current texts, presenting lectures and workshops and maintaining records of student grades and participation.
- Coordinates program review for ASSC
- Establishes independent study and internship opportunities for students to participate on district committees and community leadership services.
- Assesses measurable student learning outcomes, program goals and objectives.

Shared Governance Participation

- Participates as a member of District shared governance and/or other committees regarding district affairs, as feasible and appropriate;
- Functions as liaison between Campus Life activities and other District organizational units and/or individual faculty or other staff members, as necessary.
- Participates in District institutional planning, as requested.

MINIMUM QUALIFICATIONS

Degrees/Licenses/Credentials:

Master's degree in any field

Preference given to candidates who have credential/degree in higher education leadership, organizational development, counseling, career planning, , career development, business administration, social work, political science OR related field

Experience

Minimum of (3) years of formal training, internship, teaching or leadership experience, reasonably related to the faculty assignment

Knowledge, Skills and Abilities

- Thorough understanding and commitment to work directly with a wide variety of students and to the significance of providing an enriching campus life experience and environment relating to community college student government and activities.



Job Description

- General knowledge of the current trends, issues, and changes in the student activities/student government fields.
- Knowledge of budget monitoring and processes.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to provide leadership within a multicultural environment.
- Ability to work effectively on a variety of tasks simultaneously.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to work independently and collaboratively with other faculty and support staff.
- Ability to teach leadership and/or other assigned courses.
- Ability to respond to situations requiring tact, discretion, sensitivity, confidentiality, and creativity.

PHYSICAL DEMANDS AND ENVIRONMENTAL ELEMENTS

Must be able to function in an office environment engaged in work of primarily a sedentary nature, and to accomplish the following with or without reasonable accommodation: Almost Constantly: sit, to accommodate desk work, utilize vision to read printed material and computerscreens; utilize hearing and speech to communicate in person, before groups, over the telephone and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate computers and other office equipment. Positions in this classification must possess the ability to stoop, lift (from low, level, and overhead) (maximum of 40 lbs.), carry (maximum of 40 lbs.), push and pull to move mail, packages, desks and other furniture for presentations and/or other events. Occasionally: mobility to drive an automobile to accomplish official travel inside and outside the District. This is primarily a position of a sedentary nature although standing and walking between work areas and around campus will be occasionally required.

Faculty Salary schedule, subject to placement at date of hire.

FLSA exempt.

S.C.F.A. bargaining unit status.

Classification III. Bloodborne Pathogens Exposure Control Program.