

## STUDENT LIFE AND ENGAGEMENT COORDINATOR

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### DEFINITION:

Under general direction of management, coordinates and implements a comprehensive student leadership program including advising student government and its leaders and mentoring students throughout the year. Ensures that student-sponsored events demonstrate a balanced approach in terms of education, cultural competency, and community building.

### DISTINGUISHING CHARACTERISTICS:

This is a classified coordinator position responsible for planning, organizing, and coordinating multiple programs, services, activities, trainings, and events. The duties involved include the implementation of goals and objectives and oversight of communications, budget, reporting, and compliance with college and state regulations. Individuals in this position work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient, effective, and equitable functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Positions in this class may provide lead direction to others. Work is typically reviewed upon completion for soundness, appropriateness, and adherence to requirements, particularly those which support diversity, equity, inclusion, and anti-racism.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Coordinates and oversees ASGC and student life and engagement-related meetings, activities, events, trainings, and initiatives on campus and works to ensure they are diverse, equitable, and inclusive.
- Serves as the primary ASGC and ICC resource person; provides appropriate oversight at ASGC and ICC meetings and sponsored events to ensure decision-making and activities are conducted fairly and equitably in alignment with college policies and procedures.
- Advises and mentors students serving on college committees.
- Supports the work of student government officials in representing students in campus student success programs and initiatives in collaboration with other departments.
- Assists with training, supervision, and coordination of campus ambassadors, student leaders, student workers, club advisors, and peer mentors.
- Coordinates student government retreats and trainings in collaboration with student government leadership; supervises students at conferences and other travel-related activities.
- Supports the development and maintenance of the ASGC constitution, by-laws, and other governing documents.
- Maintains historic records of events, proposals, and actions taken by the ASGC; assists the ASGC in preparing official meeting minutes.
- Coordinates student elections in collaboration with ASGC.

- Works with the Business Office to process necessary paperwork for events and activities, including activity forms, vendor packets and contracts, and resolutions.
- Monitors campus student clubs/organizations' budgets and processes necessary paperwork; guides students in monitoring revenue and expenses for ASGC accounts and special funds.
- Supports the development and maintenance of student government and club web pages; supports social media initiatives and updates.
- In conjunction with students, coordinates and oversees student space, including ASGC offices, the student center, and a newly-identified ICC space for diverse groups to gather and grow.
- Assists ASGC, clubs/organizations, and the campus community by providing culturally aware leadership training; diversity, equity, and inclusion training; and motivational activities.
- Participates in college outreach and in-reach activities to promote the college, student life, support services, and basic needs.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Knowledge of:

- Advanced knowledge of advising and mentoring best practices.
- Culturally aware knowledge of college student leadership development theory and practice.
- Regulations, policies, and procedures related to student government, particularly the Ralph M. Brown Act open and public meeting guidelines and parliamentary law and application.
- The history and role of student organizations in empowering underrepresented and marginalized groups.
- Best practices for activating and advising diverse student clubs and organizations.

### Skill in/Ability to:

- Communicate effectively with a variety of students and interact positively with diverse populations.
- Design and manage a multi-use space that welcomes diverse students and serves various groups.
- Excellent oral and written communication skills.
- Establish and maintain working relationships with all stakeholders.
- Advanced organizational skills.
- Evaluate programs and develop and implement strategic plans utilizing an equity lens.
- Utilize office software to manage budgets, reserve rooms, and create reports.
- Promote and coordinate campus events utilizing web-based applications and social media.
- Ability to work some evening hours and occasional weekends.
- Work reliably under minimal direction.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities.

### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.  
Specified positions within this class may require certification of bilingual skills.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with major coursework in education, communications, counseling, ethnic studies, business management, or an area that would provide program-specific knowledge and skills; three years of experience in program administration in an educational setting. Bachelor's degree desirable.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Speech and hearing to communicate effectively in individual and group settings; manual dexterity to operate keyboards and manipulate papers; vision to read text, forms, and computer screens; mobility to travel to committee meetings and conferences off campus. Work is generally performed indoors in a typical office environment with frequent interruptions.