### RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT SANTA ANA, CALIFORNIA

## STUDENT ACTIVITIES SPECIALIST

## **CLASS SUMMARY**

Under general direction, assists the Student Activities Coordinator in planning and coordinating all social, cultural, educational, and special student programs, events, and activities; assists the Student Activities Coordinator in advising and serving as a resource person for campus clubs, organizations, and student government; assumes other duties and responsibilities as assigned.

### **REPRESENTATIVE DUTIES**

Assists in the operations and organization of the student activities office and all of its related functions; prepares contracts, forms, and publicity; provides information, assists with in-services, and acts as a resource for student groups to arrange for facilities, media equipment, purchase orders, publicity, and payments for entertainment, speakers, conferences, and programs for Associated Students and student club events; assists with the preparation and maintenance of a variety of records, files, and reports related to student activities, programs, and budgets; assists with preparation and distribution of a variety of written materials such as student bulletins, yearly student handbook, flyers, and brochures; assists in the coordination of legal aid services of student activities; assists with the coordination and control of student elections to homecoming court and various student government and student club positions; performs related duties as assigned.

# **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator. Directs a limited amount of parttime help and many student volunteers and officers.

# **DESIRABLE QUALIFICATIONS GUIDE**

### **Training and Experience**

Any combination of training and/or education equivalent to a Bachelor's degree preferred. Two years experience which demonstrates knowledge of student activities programs. Experience should consist of working with students from diverse cultural, economic and linguistic backgrounds.

### **Knowledge and Abilities**

Good Knowledge of:college policies and procedures regarding student activities and events;procedures, safeguards and legal implications of hiring entertainers and speakers; functions of<br/>various student offices, clubs and activities; campus facilities.CLASS SPECIFICATIONRANCHO SANTIAGO COMMUNITY COLLEGE DISTRICTCLASS SPECIFICATION<br/>Revised May 2009

# STUDENT ACTIVITIES SPECIALIST (continued)

<u>Knowledge of</u>: procedures for preparing various printed materials (brochures, handbooks, newsletters).

<u>Ability to</u>: delegate responsibilities to student and community groups with effective monitoring; organize and prioritize own workload so as to coordinate activities of different student groups.