

STUDENT ACTIVITIES ASSISTANT

CLASS SUMMARY

Under general supervision, attend and assists, with supervision from Student Activities Coordinator, all events and programs coordinated through the Office of Student Life; maintains a variety of records, files, reports, and budgets; publicizes all athletic events; and performs related duties as assigned.

REPRESENTATIVE DUTIES

Assists the Student Activities Coordinator in supervising and advising student government, student clubs and organizations, leadership programs, and other activities as assigned; coordinates use of proper district forms for waivers, facilities use, licenses, and maintains appropriate records, files, reports, activities calendar, and budgets; coordinates campus and off-campus events including transportation, publicity; assists students in understanding of college policies and procedures; composes and edits correspondence and memoranda.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the appropriate administrator and shall assist in maintaining and organizing the Office of Student Life and its related programs, activities, and services.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a two-year college course with emphasis in office/program organization in leadership; and familiarity with and/or experience in working with college activities and programs and college students.

Knowledge and Abilities

Knowledge of: college/district policies regarding student activities, student bylaws, the Student Business Office, and the Student Affairs operation.

Ability to: arrange all transportation; maintain all records, files, reports, and budgets; coordinate all activities with Student Activities Coordinator, Student Affairs Office, and Student Business Office.