



JOB TITLE: STUDENT ACTIVITIES ADVISOR

Classification: Classified
Salary Range: 35

Retirement Type: PERS*
Board Approved: December 19, 2022

BASIC FUNCTION:

Under the direction of an assigned administrator, the Student Activities Advisor is responsible for overseeing student program activities and events for assigned student groups or clubs. Provides day-to-day organizational and technical support, assistance, and advice to students in leadership roles, student groups, councils, clubs, organizations, and/or student-related committees. Ensures that student activities, events, and expenditures are in accordance with current District policies and federal and state regulations.

REPRESENTATIVE DUTIES:

Oversee planning of student program activities and events of assigned groups or clubs (i.e. Associated Students Organization, Inter-Club Council, Student Equity Advisory Council). Attend campus club meetings and events. Participate in committees and task forces related to student activities, groups, and/or events.

Advise and provide technical support to assigned student leadership groups, councils, clubs, organizations, and/or student-related committees. Provide guidance on campus policies, procedures, and budget management. Serve as the point of contact for technical questions and administrative support for internal departments and external vendors, as needed.

Observe and instruct assigned student groups on professional communication, appropriate ways to facilitate meetings, and effective methods for increasing student club participation. Partner with the District's Marketing and Communication department to ensure group communications follow appropriate college policies and guidelines when creating marketing materials (i.e. social media, flyers, apparel, etc.)

Prepare, process, and/or review a variety of business documents according to established program requirements and College policies. Maintain current budget information; monitor expenditures and assist with budget preparation as required. Research and resolve accounting discrepancies as needed.

Plan, implement, monitor, and assist in evaluating operational procedures and activities. Participate in the development and administration of Service Area Outcomes. Collaborate with staff to develop processes and procedures for student activities. Serve as a liaison and/or facilitate meetings between student leaders, college staff, Student Senate of California Community Colleges, and the California Community College Student Activities Association.

Recruit, train, and oversee students and temporary workers. Coordinate work schedules and assignments. Inform management of any operational and/or personnel changes. Track work hours and submit timesheets to ensure timely processing of pay.

Serve as a Campus Security Authority (CSA) for Clery Act reporting and requirements. Maintain up-to-date certification for CSA status. Assist the Clery Act Coordinator in identifying individuals who may require CSA training (i.e., faculty student club advisors.)

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Two years of college-level course work and two years of experience in student club advising, academic advising, student development, or related field.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Demonstrated experience and commitment to equity, diversity, and inclusion.
Expertise in providing effective guidance, assistance, and advisement to students.
Expertise in operations of student clubs, organizations, and leadership groups.
Knowledge of District services, community resources, and academic programs.
Knowledge of applicable sections of State Education Code and other laws.
Knowledge of District organization, operations, policies, and objectives.
Knowledge of financial and statistical record-keeping techniques.

Abilities/Skills:

Ability to be flexible with schedule (evenings/weekends) to accommodate operational needs.
Ability to communicate effectively orally and in writing.
Ability to read, interpret, apply, and explain policies and procedures.
Ability to prioritize and schedule work for temporary workers.
Ability to train and provide clear work direction to temporary workers.
Ability to establish and maintain cooperative and effective working relations with others.
Ability to meet schedules and deadlines.
Skilled at preparing financial statements and reports.
Interpersonal skills using tact, patience, and courtesy.

WORKING CONDITIONS:

Extensive computer work.
Subject to constant interruptions.
Long periods of standing and/or sitting.
Movement from one work area to another, as needed.
Lift and carry up to 25lbs.
High volume of phone and face-to-face customer interaction.
Work hours may include evenings and weekends as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.