

PERALTA COMMUNITY COLLEGE DISTRICT – August 2009

CLASSIFIED JOB DESCRIPTION

**PROGRAM SPECIALIST/STUDENT ACTIVITIES
(SEIU Salary Range 75)
Job Code: 596**

CLASS PURPOSE

Under general supervision, performs professional work in planning, arranging, advising, supervising and coordinating a diverse program of activities and programs that emphasize student growth and development.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinate college-wide student activities such as welcome events, commencement and a variety of social, cultural and recreational activities.
- Coordinate the Office of Student Activities and its services, including issuance of student ID cards, and lost and found services.
- Coordinate the management of finances for Associated Students.
- Coordinate, support and advise student groups, organizations and advisors through leadership, organizational and resource development.
- Collaborate in establishing student activity program goals and objectives.
- Contribute to the awareness of the student/college presence in the local community by connecting student activities to community events.
- Attend student meetings, associated students' events, and conferences related to the operation of Associated Students and other student related programs.
- Accompany students to local and statewide activities and conferences.
- Develop and maintain annual calendar of special student activities events.
- Develop and monitor the Associated Students annual budget, monitors bank records, and works closely with the Associated Students Treasurer.
- Interpret and implement college policies and procedures related to student activities.
- Recruit new faculty sponsors for student clubs.
- Survey students' needs and interests, analyzing results to determine what solution, alternatives or new programs related to student activities should be recommended to college administration.
- Assist in advising Associated Students' board meeting.

Job Description: Program Specialist/Student Activities

- Assist the Vice President of Student Services with Program Review for Student Activities.
- Assist in planning and implementing training workshops and campus-wide events for students.
- Assist in establishing and implementing student policies and programs as directed by the administration.
- Verify the eligibility of candidates for student body offices.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a bachelor's degree in one of the social sciences, business, or related field and one (1) year of experience working with young adults and adults in situations requiring both democratic supervisory techniques and basic business management involving social activities; or an equivalent combination of training and/or experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Demonstrated ability to prepare and administer budgets.
3. Ability to coordinate the operation of various activities; listen to and record students' desires accurately and effectively; assist students and faculty involved in a variety of recreational activities.
4. Ability to analyze situations and make decisions in procedural matters without immediate supervision.
5. Ability to prepare and maintain accurate and complete records and reports.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Experience in a staff role leading, motivating, and working with adult students in higher education is highly preferred.
- Ability to evaluate and make recommendations on improvement to existing activities and operations.
- Familiarity with parliamentary procedures and Brown Act.
- Ability to prepare effective promotional and informational publications and materials.
- Ability to train and direct the work of student personnel.
- Ability to establish and maintain effective working relationships with administrators, faculty, students, and the general public.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone

Job Description: Program Specialist/Student Activities

- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A