<div align="center">**YUBA COMMUNITY COLLEGE DISTRICT**</div>

CLASS TITLE: CAMPUS LIFE COORDINATOR

BASIC FUNCTION:

Under the direction of the Public Information Officer, coordinate college student activities including scheduling and facilitation of student events, development and production of publications, and direct interaction with student groups; coordinate graduation exercises and annual awards event. Promote, comprise/recommend necessary support services to increase support of students in a student activities environment.

REPRESENTATIVE DUTIES:

Supervise and assist college clubs and organizations in the planning and coordination of educational, social and cultural activities. (E)

Plan and coordinate annual events that revolve around large-group activities for students, including graduation exercise and award ceremony on the Yuba College Campus. (E)

Assist with the development of Board Policies and Administrative Procedures related to student organizations. (E)

Administer and interpret policies with respect to student organizations. (E)

Assist Associated Students and college clubs with budget planning, preparation, and expenditure controls; including maintain records according to applicable guidelines. Provide workshops for students/advisors establishing student clubs. (E)

Develop, plan, coordinate and evaluate a comprehensive student leadership workshop program for student groups on a wide range of leadership topics. (E)

Assist in coordination of student involvement for state and local organizations, and selection of students to participate on college committees. (E)

Liaison with college feeder high schools and community events to promote student government/activities. (E)

Assist in the development of and maintain alumni events and services. (E)

Attend and supervise day and evening activities sponsored by the Associated Students. (E)

Coordinate student government elections. (E)

Serve as liaison to student clubs, their advisors and the college. (E)

Provide support for designated programs and activities; develop and/or enhance designated activities and programs. (E)

Provide for the hiring, supervision and evaluation of student employees within the program. (E)

Assist students and staff in the organization, presentation, and evaluation of campus life programs/activities. (E)

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Community liaison to Yuba Sutter Chamber of Commerce and local community events. (E)

Plan and coordinate college hour programs, including scheduling, promoting and assisting in the development, promotion, and evaluation of campus tour services. (E)

Prepare and distribute the Campus Life activities bulletin and relevant flyers and brochures. Work with Web Master to develop and maintain web site linkage for student life/activities. (E)

Maintain a calendar of campus life programs/activities for presentation to supervisor and student groups. (E)

Prepare, update, and distribute student clubs and organizations handbook and student handbook. Post all handbooks on the web site as necessary. (E)

Audit and control budget accounts and other financial records; notify supervisor of a significant variance and recommend methods of limiting expenditures or transferring funds between accounts; prepare purchase orders and requisitions; maintain inventory of equipment, materials and suppliers. (E)

Type, edit and format a variety of complex documents, financial and statistical reports including graphs, charts and tables, using word processors or computers. (E)

Assist in preparing annual reports for the campus life area. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Budget preparation and management.

Techniques of fact finding, interviewing concepts; advising techniques.

Parliamentary procedures and report writing.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Office management techniques.

Modern office practices, procedures and equipment.

Operations of office machines including computer equipment and specified software.

Applicable sections of the State Education Code and other applicable laws.

ABILITY TO:

Perform the basic function of the position.

Communicate effectively both orally and in writing.

Advise and guide groups in organizational functions.

Supervise student workers and effectively communicate college and district standards and procedures to

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students and the public-at-large.

Coordinate, plan, direct and schedule various activities.

Understand and follow oral and written instructions.

Work independently with little direction.

Work confidentially with discretion.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports and files.

Analyze situations accurately and adopt an effective course of action.

Perform first aid and CPR.

Learn applicable sections of the State Education Code and other applicable laws.

Learn District objectives of student activities area and its relationship to the philosophy of the college and the educational growth and development of a diverse student populace.

Learn practices and trends in the student activities/development field.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in psychology, sociology, recreation administration, or a related field and two years experience in a community agency, college, student activities, or residential life that initiates and administers student related or community services and housing programs.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

Within six (6) months of employment obtain a First Aid and CPR Certificate issued by the American Red Cross.

ENVIRONMENT:

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

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Dexterity of hands and fingers to operate a computer keyboard.

Walking around residence hall.

Lifting moderately heavy objects.

Seeing to read and monitor accuracy of information.