



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, STUDENT CENTER	CLASSIFIED	GRADE: I MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, coordinate the student copy resource center (CyBear Center), student and staff ID operations; supervise, train and direct the work of student assistants; coordinates the marketing of programs and services in the Bertolini Student Center; coordinates digital communication with students; provide direction and training for technology equipment; and perform related work as required.

SCOPE:

The Coordinator, Student Center coordinates the campus-wide ID system, the student copy center (CyBear Center), and oversees activities in the Bertolini Student Center, including the Center for Student Leadership.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Oversees and maintains the computerized ID system, including inventory and purchase requisitions.
2. Acts as primary customer service contact for students, staff and faculty in the CyBear Center and the Center for Student Leadership.
3. Supervises the CyBear Center; develops and implements procedures and provides input on changes in departmental policies, pricing and equipment acquisition; provides direction and training on the use of equipment.
4. Oversees the day to day operation of the Center for Student Leadership, including programming events, seminars, lectures and meetings.
5. Facilitates the development of media presentations related to student life events and promotion If student success and retention.
6. Archives Student Affairs related photos, videos, presentations and promotional materials.
7. Coordinates the design and content of the Student Affairs web site; assists in the design and coordination of digital display messages for the Bertolini Student Center; oversees the glass cases in the Bertolini Student Center passageway.
8. Assists in the coordination of club events and activities.
9. Produces and edits the Bearfacts newsletter.
10. Explains District and Associated Students policies and procedures in the Student Center; ensures confidentiality with student identification numbers and personal information.

KEY DUTIES AND RESPONSIBILITIES (continued):

11. Designs and develops flyers, memos, posters and banners advertising activities.
12. Coordinates, schedules and assists in the maintenance and cleanliness of the assigned facilities; ensures the security of appropriate Student Center equipment.
13. Monitors and maintains supply and student staff budgets.
14. Compiles data and prepares reports as requested.
15. May train and supervise student and short-term, non continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Provide training and direction in the use of equipment; trouble shoot equipment (copy and computer) problems and fix or make appropriate referrals; be accountable for security of ID operations; supervise, train and direct student employees; monitor and maintain budget; maintain cooperative working relationships; communicate clearly and effectively both orally and in writing; perform clerical work; demonstrate a sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Policies and procedures related to the Student Code of Conduct and the Student Handbook, policies and procedures for verifying student identities; principles and practices of student supervision; document imaging and printing systems; basic computer applications.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school; Associate's degree preferred.

Experience:

Relevant experience in overseeing service projects, developing programs and supervising young adults in a recreational setting.