



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, STUDENT CENTER	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2001 Desk Audit Study		Board Approved: 2/02

JOB DESCRIPTION:

Under general supervision; coordinate the student copy resource center (CyBear Center) including the id operations; supervise activities and the students in the Doyle Student Lounge; supervise, train and direct the work of student assistants; provide direction and training for equipment; assist in the maintenance of facilities; and perform related work as required.

SCOPE:

The Coordinator, Student Center coordinates the campus-wide ID system and oversees activities in the Student Center, including the CyBear Center and the Doyle Student Lounge.

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.
2. Acts as primary customer service contact for students, staff and faculty; provides direction and training on the use of equipment in the Cybear Center.
3. Develops and implements procedures for the Cybear Center; provides input on changes in departmental policies, pricing and equipment acquisition.
4. Explains District and Associated Students policies and procedures in the Student Center; ensures confidentiality with social security numbers and personal information..
5. Oversees the day to day operations of the Student Lounge and the Cybear Center.
6. Coordinates, schedules and assists in the maintenance and cleanliness of the facility, including the Coop Patio tables, breezeway lockers and cafeteria information signs.
7. Designs and develops flyers, memos, posters and banners advertising activities.
8. Prepares and maintains an inventory of ID supplies, cleaning supplies and prepares purchase orders.
9. Coordinates and schedules the use of the Student Lounge by on-campus groups.
10. Monitors and maintains supply and student staff budgets.
11. Responsible for security of the student lounge and equipment.
12. Compiles data and prepares reports as requested.
13. Supervises student 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, and 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; techniques for care and cleaning of building, furniture, and equipment; quality and use of cleaning supplies and equipment; facilities scheduling methods; document imaging and printing systems; basic computer applications.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school.

Experience:

Relevant experience in overseeing service projects and programs and/or supervising young adults in a recreational setting.