

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Activities Advisor	Management Team Supervisory	Range: 8.5	Days: 224

JOB DESCRIPTION:

Under direction, plans extra-curricular and co-curricular student programs, student initiated events and related Student Affairs programs and services. Serves as advisor to the Petaluma Campus Life Council and promotes Petaluma Campus student life, plans and supervises the operations of the Student Off-campus Housing Assistance Program, manages, trains and provides professional development for classified and student staff.

SCOPE:

The Activities Advisor exercises independent judgment in the supervision and direction of program activities, manages all aspects of the Student Off-campus Housing Program, is responsible for student life on the Petaluma Campus, coordinates special projects and programs for the District, Student Affairs, and the Associated Students. Applies student development theory in direct advising of students and student groups, assists in the interpretation and application of District, state and federal policies.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Serves as a resource person for all Associated Students committees and Advisor to the Petaluma Campus Life Council.
2. Promotes student life on the Petaluma Campus.
3. Assists in the promotion of the Associated Students and Student Affairs events.
4. Coordinates Associated Students and Student Affairs participation in student orientation events, including Student Information Days and Welcome Day/Nights.
5. Assists the Assistant Director, Student Affairs in conducting student elections.
6. Coordinates the production of student activities, including blood drives, career fair, health awareness weeks, diversity programming and entertainment.
7. Develops and coordinates the Student Off-campus Housing Assistance Program including promotional materials, housing assistance information, and the website.
8. Coordinates the Student Greeters Program.
9. Assists in the coordination of Student Graduation.
10. Provides advice, and facilitates interpersonal problem-solving and conflict mediation for students. Serves as a resource person for students working on co-curricular areas.

ACTIVITIES ADVISOR

11. Serves as the Student Affairs Website supervisor.
12. Acts as training resource to student employees and student government representatives regarding the use of departmental computer systems and related educational technology.
13. Directs the Associated Students Book Loan and Emergency Loan program.
14. Serves on standing and ad hoc committees as assigned.

KNOWLEDGE OF:

1. Philosophy and objectives of a College-based Student Affairs Office and student development theory and applications.
2. The importance of student involvement in extra and co-curricular activities to the college community.
3. Principles and practices of event and risk management, principles of student discipline, legal aspects of higher education, team development strategies, good communication techniques, computers, modern office equipment management and other related educational technology.
4. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.

ABILITY TO:

1. Advise students and student groups utilizing current student development theory.
2. Assist students and faculty in planning, organizing, coordinating and supervising activities.
3. Plan, organize, coordinate, train and evaluate the work of classified staff, and both volunteer and paid student workers.
4. Plan and supervise effective graphic productions, displays, presentations, student publications, handbooks and training materials.
5. Speak and write effectively.
6. Apply good management techniques.
7. Learn, interpret and implement specific sections of the Education Code, Board of Trustees policies and state and federal policies.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A 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:

A Bachelor's degree in education, student personnel, or related field; Master's degree is preferred.

ACTIVITIES ADVISOR

Experience:

Experience working in situations requiring the coordination of educational and social activities; experience managing teams and projects, experience in student government and/or involvement in a wide variety of student activities, including student development programs; and experience with technology based office management systems.

SUPERVISION RECEIVED:

The Activities Advisor reports to the Director, Student Affairs and New Student Programs.

SUPERVISION EXERCISED:

Provides direct supervision to volunteers and paid student employees in the Student Affairs functions and supervises classified staff or short-term, non-continuing employees.

Board Approved: July 11, 2006