



**STUDENT LIFE COORDINATOR
(STUDENT AFFAIRS DEPT)
FILING DEADLINE: September 22, 2011 by 4:00pm**

Position Description

Under the direction of the Vice President of Student Affairs & Athletics, the Student Life Coordinator serves as the primary advisor of student programs, services, and activities organized through the Associated Students of Hartnell College (ASHC). The Coordinator promotes student leadership development and accountability, verifies that ASHC programs are in compliance with institutional and state policies, and coordinates the student grievance and student insurance processes.

REPRESENTATIVE DUTIES

- Develop procedures and practices that empower ASHC officers in providing targeted programs, services and activities for all students enrolled at the college; implement internal systems for student accountability and state and institutional policy compliance.
- Coordinate leadership development activities for student government officers and student ambassadors; review travel arrangements for student conferences; provide guidance and mentoring for students developing and organizing student-based programs, services, and activities.
- Assist students in following the institutional student grievance process; explain process to students, including timelines and forms as needed; coordinate student meetings with faculty and vice presidents as outlined in the policy; monitor student grievances and maintain documentation.
- Perform clerical and tracking work relating to student insurance claims, and answer student insurance inquiries.
- Oversee ASHC budgets, including ASB scholarship and book grants; monitor budgets for proper approval of program, service, and activity expenditures.
- Act as liaison with internal campus organizations and services regarding ASHC programs and services.
- Design and write a variety of publicity brochures and flyers; support the efforts of the Office of Public Relations in promoting campus activities and services.
- Maintain a variety of records regarding club and event budgets, promotional materials and evaluation of special events; develop student activities policies and procedures.
- Assist in interviewing and training student assistants and oversee the performance of vendors as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

- Philosophy of community college student government and activities.
- Knowledge of student development and leadership theories and practices.
- Marketing and promotion of campus programs.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Budget monitoring and process.
- Oversee and mentor students in their efforts to organize programs and services for the student body at the college.
- Facilitate difficult conversations regarding student grievances with diplomacy and objectivity.
- Collaborate with other campus staff in developing activities and services.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Operate a computer and assigned equipment.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Plan and organize work.
- Work independently with little direction.

EDUCATION, EXPERIENCE, LICENSES AND OTHER REQUIREMENTS

- Any combination equivalent to: an Associate's degree **and** three years of experience working with programs focused on student development and/or leadership.
- Valid California driver's license.

CONDITIONS OF EMPLOYMENT

Regular, Full-time, 10 months per year classified position. **Hours:** Monday-Friday 9:00am-6:00pm, but must be able to work occasional evenings and/or weekends as needed. Salary range 31 on CSEA salary schedule: \$3,755 to \$4,568 (5 Steps); District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association (CSEA) and the Public Employees' Retirement System (PERS). The District pays the classified employee's contribution to PERS.

APPLICATION PROCEDURE

The following items must be received by the final filing date in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application.
- 2) A resume and cover letter.

All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

SUBMIT APPLICATION MATERIALS TO:

**Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu**

Applications available on our website at: www.hartnell.edu/hr

Equal Opportunity Employer