

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: STUDENT SERVICES SPECIALIST - Student Affairs**

#### **BASIC FUNCTION:**

Under direction of the Associate Dean of Student Affairs, perform specialized duties related to coordinating and organizing the Associated Students' cultural recognition activities, the educational recognition awards, and other special activities and events provided; assist faculty, staff, administrative personnel, and other student clubs/organizations in planning educational and special cultural activities/events in the College Center, other college campus facilities, and off-campus college activities/events and in the dissemination of public information (through marquees, e-mails or social media) in this regard; supervise and maintain the daily operation of the College Center and the universal I.D. card program; maintain the Associated Student's vending machines and, assist the Associate Dean of Student Affairs in organizing, coordinating and implementing all activities or services of the Student Affairs Office.

#### **REPRESENTATIVE DUTIES:**

Assist the Associate Dean of Student Affairs in organizing and coordinating special academic, cultural or social activities and events held on a monthly and seasonal basis that may recognize cultural groups, students, faculty, and staff; and, assist in other recognition events or end-of-the-year banquets held to promote or recognize students' academic achievements.

Assist in answering questions, interpreting and explaining the Student Affairs Program, events and activities according the District policies and regulations to student leaders, faculty, staff, administrators and the community; and, screen material to be posted on campus and remove undesirable literature as directed by the Associate Dean of Student Affairs.

Organize and coordinate the spring graduation ceremony, ordering and distributing caps and gowns for faculty and students, and plan and coordinate the reception event after graduation.

Assist faculty, staff, administrators and students in organizing and coordinating banquets, club events, fund-raising activities, and other activities or events that are held in the College Center; train and supervise work study students working in the College Center.

Supervise and maintain daily operations of the College's universal I.D. card program; supervise the day-to-day activities in the College Center and help resolve any minor disputes that may occur relating to the use of space, video and recreational equipment during the course of the day; refer any issue, problems, concerns or recommendations for enhancing the College Center activities or events to the Associate Dean of Student Affairs.

Specifically assist student leaders, clubs, faculty and staff in planning, organizing and coordinating social, recreational and co-curricular programs and activities, other special events and activities including dinners, concerts, fund-raising events, homecoming, Open House functions, and assist in disseminating public information in this regard.

Maintain a current Master Calendar relating to College events and facility requests, and provide public information regarding these events and activities; in addition, disseminate other important Student Services activities and services relevant to the education and academic needs of the student population.

Collect and account for monies generated from Associated Student Government vending machines. Order supplies and merchandise as needed to maintain vending machines.

Assist in publicizing the Associated Students' Student Affairs events and activities and provide public information in this regard to assist in disseminating the information.

Maintain and monitor College's social media sites including posting information for the community as well as directing inquiries to the appropriate departments.

Maintain information disseminated on the College's marquees.

Perform duties in support of other Student Affairs activities or office personnel as requested or in their absence.

Work on assigned evenings and weekends assisting students with activities or performing commencement duties.

Perform other related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods and channels of news distribution.

Techniques of writing and editing news articles.

Modern office practices, procedures and equipment.

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

Operation of office machines including microcomputer and peripherals, camera, copier and facsimile machines.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Recreational planning and activities.

##### **ABILITY TO:**

Publicize a variety of Student Affairs activities and events.

Establish and maintain cooperative and effective working relationships with others.

Assist students in planning and organizing co-curricular events.

Recruit volunteers and performers for Student Affairs Experiences.

Communicate effectively both orally and in writing.

Work independently with little direction.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.  
Complete work and assignments with many interruptions.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Plan and organize work assignments.  
Operate an electronic keyboard at an acceptable rate of speed.  
Operate microcomputers, peripherals, typewriter, calculator, copier, facsimile machines and other office machines.  
Train and provide work direction to student workers.  
Work during assigned evenings and weekends.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associates Degree in business, public relations, social science or related field and three years of increasingly responsible clerical experience, including at least one year in a secondary or post-secondary student activities/student affairs capacity.

**WORKING CONDITIONS:**

Duties are primarily performed in a Student Services environment while seated at a desk, computer terminal or counter. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding timelines. Although the work schedule is primarily Monday thru Friday, from 8:00 a.m. to 5:00 p.m., there will be occasions when the employee will be required to work some evenings and some weekends.

**PHYSICAL DEMANDS:**

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.