

COLLEGE CENTER PROGRAM COORDINATOR 1

KIND OF WORK

Professional student activities work (student programs and/or recreation) in a Community College or State University student center.

NATURE AND PURPOSE

Under general supervision, employees in this class coordinate implementation of various student activity programs including social, cultural and recreational events by extensive interaction with student clubs and organizations. Work may include lead work direction to subordinate staff including student workers. This classification requires the application of specialized skills typically acquired either on the job over an extended period of time or through post secondary educational courses. This class exemplifies first level professional College Center responsibilities. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Coordinate the planning and arrangements for art exhibits, film series presentations, lecture series and various social events to achieve maximum success for the activity by advising and facilitating student clubs/organizations and aiding students in organizing the event and processing requests properly with awareness of space and scheduling aspects through administrative channels.

Organize and coordinate scheduling for recreational activities and tournaments in intramural/extramural sports (separate from the school athletic department programs) to appeal to and interest students, faculty and community members by publicizing events, arranging space, transportation and administrative approval.

Monitor student conduct and student use of facilities and equipment at college center social and recreational events to ensure that equipment and furnishings are properly used by clearly communicating and enforcing college policies.

Recommend program changes and new activity programs to administrative authorities to encourage greater participation of students by developing simple interest surveys to assess student support for programs and determining approximate cost and administrative requirements for new initiatives.

Advise on budget requirements for student activities programs to provide for current level of service or to enhance programs so that budget requests are an accurate reflection of assessed needs. This is accomplished by inventorying equipment and furnishings which need repair/replacement and submitting those items to administrative authorities (Dean of Students, Assistant Dean or Provost).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Student activity programs and student center operations sufficient to assist in budget preparation, develop program enhancements and coordinate scheduling of center resources.

Recreational principles and practices and group activity objectives sufficient to plan and coordinate activities which will meet the needs of a wide range of students.

Social, cultural and recreational interests of college students sufficient to enhance or modify existing programs to maximize student interest and participation.

Skill in:

Negotiating written performance contracts and food vendor contracts sufficient to operate within the confines of established policy, procedures and rules.

Implementing and scheduling a diverse number/kind of activities for a variety of student participants.

Group process and decision making sufficient to lead/advise student groups in discussion and decision making.

Ability to:

Effectively communicate in writing and verbally with students and staff.

Implement specific student activity projects for desired outcome and event success.

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Rev.: 9/14/87

TC: 9/30/87
Former Title(s):College Center Program
Coordinator