



Position Description

Position: Student Activities Supervisor	Position Number: 408601
Department/Site: Student Employment Services	FLSA: Exempt
Evaluated by: Dean of Students	Salary Range: 7

Summary

Under the general direction of the dean of students, the position of student activities supervisor supervises an active program of campus activities, student government and campus clubs. Must be able to multi-task while working with multiple priorities, a diverse group of students and staff, and conflict.

Essential Duties and Responsibilities

- Co-advise student government.
- Oversee co-curricular campus activities.
- Coordinate and provide oversight for all campus clubs, their members and advisors.
- Supervise daily operations of Campus Center.
- Supervise discounts/benefits program for members of the Associated Students of Citrus College.
- Plan for long-term goals of student government, club and campus activity efforts.
- Monitor budgets.
- Supervise and coach employees.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of principles of student development in higher education.
- Knowledge of theories and principles of leadership to diverse groups of students.
- Knowledge of California Education Code as it applies to student life.
- Skill in making appropriate decisions following established policies and past practices.
- Desktop publishing skills.
- Demonstrated skills in public speaking.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Interpret, apply and explain policies and procedures to others.
- Teach theories of leadership to diverse groups of students.



Position Description

- Negotiate contracts with entertainers/vendors.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of a bachelor's degree with two years experience in a community college or university student affairs environment. Master's degree in college student affairs/student personnel services or other related subject is preferred

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.