

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Student Affairs Coordinator

**Unit:** Supervisory and Professional

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**Job Code:** D1849  
**Original Date:** 05/2015  
**Last Revision:** 05/2015  
**Staff Type:** Classified  
**FLSA status:** Non-Exempt  
**Salary Range:** 05

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### **DEFINITION**

Under the general direction of the Dean of Student Affairs or other assigned administrator, assists a Dean to coordinate, organize, and create special programs and major events to promote opportunities for students and to provide support for student organizations in order to achieve student learning outcomes and student success.

### **DISTINGUISHING CHARACTERISTICS**

This classification fills a support role in a campus Student Affairs function and incumbents typically provide general oversight and coordination of Student Affairs activities for a campus. The Student Services Supervisor-I supervises the full range of admission and records or other student services functions including veterans, attendance accounting and grade reporting within a campus.

### **EXAMPLE OF DUTIES**

1. Develop, coordinate, and assess special projects, major events, and activities in support of achievement of student learning outcomes. Coordinate project workflow, identify assignments, track progress, and ensure completion. Delegate tasks related to coordination of activities to other staff, students, collaborative partners and volunteers as appropriate.
2. Provide leadership for staff member assigned to the program area. May screen, interview, train, discipline, evaluate, and make hiring/termination recommendations regarding staff, as necessary.
3. Provide information to students and staff regarding campus organizations and the opportunities available from the department; make recommendations to the Dean regarding questions as referred by assigned staff.
4. Ensure compliance of campus organizations and students with District rules, policies, procedures, and laws governing department functions.
5. Review policies for consideration by the Dean of Student Affairs in relation to national, statewide and districtwide best practices in areas of department functions. Evaluate department policies and procedures, and make recommendations for program changes to best fit student learning outcomes. Work with the Dean to create, recommend, and submit forms, guidelines, and procedures to be used by the department.
6. Actively attend and participate in weekly and periodic departmental meetings of students and staff.
7. Develop and maintain effective communication and working relationships with administrators, staff, faculty, students, and community members within assigned and related projects. Collaborate with students, staff, faculty, and community members to work toward successful completion and assessment of the projects, events, and activities.
8. Perform clerical duties such as answering telephones and making calls, taking messages, scheduling appointments, writing correspondence, preparing reports, and maintaining records and files. Create and develop materials including brochures, newsletters, flyers, bulletins, and surveys to promote department functions. Operate a variety of office equipment including computers, telephones, fax machines, and duplicating machines.

9. Contact potential academic, student services, and community partners to identify and develop department activities and goals. Develop and maintain partnerships with programming partners, students, student government, and student organizations. Provide follow-up services.
10. Serve as a member of committees as assigned by Dean or other manager in support of the College's mission. Coordinate program and committee meetings of faculty, campus partners, students, and community members.
11. Develop, prepare and conduct workshops, orientations, and other presentations. Assist in the coordination of training programs. Conduct presentations and department functions.
12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of State Education Codes.
- Basic research and statistical methods.
- Culture, practices and views of various minority groups.
- English usage, grammar, spelling, punctuation and vocabulary.
- Computer systems and related hardware and/or software and its interface related to specialty area.
- Modern practices of office skills including business correspondence.
- Operation and uses of microcomputers and software used in correspondence, databases, tracking systems and spreadsheets.
- Oral and written communications skills.
- Principles and practices of work direction, training and supervision.
- Program(s) operations, policies, and objectives.
- Record-keeping techniques.

#### Skills and Abilities:

- Carry out assignments without detailed instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Plan and organize work.
- Provide orientation to large groups.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with a minimum of supervision.

#### Training and Experience:

- Any combination of training and experience equivalent to: a high school diploma with at least two years of responsible clerical experience. College Student Services experience desirable.

#### License:

- Valid California driver's license.

### **WORKING CONDITIONS**

#### Physical Requirements:

- Category III

#### Environment:

- Favorable usually involves an office. Some travel within San Diego County.