

MnSCU STUDENT ACTIVITIES COORDINATOR SENIOR

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 develop and direct implementation of a wide variety of social, cultural and recreational activities where work is viewed in terms of program accomplishments and the extent of constructive innovation. This classification is considered to be second level professional. The higher know-how level than the MnSCU Student Activities Coordinator indicates that there are duties and responsibilities assigned to this classification which integrate student life (activities) and student academic pursuits with the expressed program objective of furthering the philosophical and educational goals of the institution. 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.)

Develop a comprehensive student center program including films, lectures, art exhibits, recreation activities, social events, student leadership workshops to enhance student life by advising student clubs/organizations on how to develop programs which complement academic goals.

Serve as advisor to the College Center Board or Student Government by attending meetings and providing advice and counsel on student interests and concerns related to center activities and campus life.

Develop program budget including supplies and equipment for submission to administrative authorities by actively seeking student input on innovations or changes to established programs.

Develop specific training programs for students' interest areas to integrate and enhance academic achievement by serving assessed needs of students in such subjects as time management, money management and career planning.

Participate as key professional staff person in development of orientation activity to create student awareness of institution programs by developing special presentations and informational materials designed for students/families.

Develop survey instruments and gather demographic information to further enhance recruitment efforts. This is accomplished by designing, distributing, tabulating and reporting information.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Student personnel administration management philosophies sufficient to design and implement programs which establish links between student academic interests and student life needs.

Student activities and college center operations sufficient to plan budgets, develop and implement program enhancements and direct scheduling of center resources.

Educational institution business and management practices sufficient to advise students on proper procedures.

Training and development methods sufficient to develop, deliver and evaluate specific training programs for students.

#### Skill in:

Group process including decision making and conflict resolution sufficient to lead student groups in discussion and decision making.

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

#### 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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Former Title(s): College Center Program Coordinator 2