



Job Title: Student Activities Coordinator

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 108
FLSA Status: Non-exempt
Remote Work Eligible: No

JOB SUMMARY

This position plans, directs, and coordinates student activities. Responsibilities may include: planning and implementing student activities and events; supervising student government association activities and events; orienting and monitoring student organizations; developing and maintaining procedural manuals for student organizations; monitoring student lounges; monitoring a budget; maintaining records; implementing strategies to engage students online; and preparing operational reports.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Plans and coordinates student activities and events, which includes: coordinating and monitoring event activities; scheduling events; setting up for events; coordinating guest speakers and presenters; and documenting and evaluating event results.
- Monitors a budget; responds to budget requests; submits justifications for budget items; and monitors and controls expenditures.
- Develops promotional materials, brochures, posters, web postings and/or other related collateral materials; identifies appropriate audiences; and disseminates information accordingly.
- Identifies opportunities to use volunteers and other internal stakeholders at special events; assigns responsibilities; and provides guidance and recognition.
- May serve as the advisor to student government associations at various campus locations; develop, implement, and coordinate a comprehensive student activities program including special events.
- Monitors student clubs and oversees student organizations.
- May provide a high-quality student experience in creating and implementing strategies and programming to engage SPC students online such as: online information sessions, webinars, and job fairs; college fairs for online programs; postings on various social networking platforms; and soliciting input from online students.
- Prepares and maintains a variety of records and reports.

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- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor’s degree in a field related to assigned area; three (3) years of work experience in a position involving student activities and/or student services in a campus setting preferably with experience engaging online students; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Social media principles;
- Business process reengineering principles;
- Event planning principles and practices;
- Online event planning;
- Customer service principles;
- Public relations principles;
- Budgeting principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Basic marketing concepts;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Using social media and online platforms;
- Public speaking;
- Developing and implementing event plans;
- Providing customer service;
- Monitoring budget;
- Editing, proofing, and designing marketing materials;
- Maintaining records;
- Preparing reports;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Work with diverse student groups;
- Engage students through social media and online platforms;
- Implement public relations initiatives; and
- Interpret and applying federal, state, and local laws and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid Florida Driver’s License.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
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Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.