

COORDINATOR OF STUDENT AFFAIRS - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position works with the students and faculty advisors of the various student organizations and activities to assist them in the successful operation of their programs. Supervision is exercised over a small number of clerical and student assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the coordination and planning of student activities in order to insure maximum participation and to enhance the educational experience at WCC;

Serves as advisor to student organizations including Student Government, the Alumni Association;

Assists in planning proper use of major College facilities for student activities programs;

Assists student organizations with financial reports and budgetary procedures;

Keeps abreast of developments in the field of higher education and particularly, student organizations in community colleges;

Assists in the supervision of recreational facilities in Student Center Building;

Provides continuity in student activities during periods when classes are not in session;

Assists the various committees that plan and arrange special events;

Assists the faculty advisors and student chairpersons in organizational and budgetary matters;

Promotes the formation of new clubs and organizations;

Assists the varsity and club team coaches, as required;

Serves as College chaperone at monthly mixers/special events;

Attends weekend student government workshops, usually semi-annually;

Participates in annual conferences as well as in meetings with students and administrative staff members.

Assists in formulating plans for new academic year;

Assists Orientation Committee with planning for Tap Day, Key Awards, Recognition Dinner, Student Handbook, and Leadership Conference;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the goals of community college education, and the relationship student activities play in reaching these goals; familiarity with budgetary and financial reporting procedures; skill in planning, organizing and developing student activity programs; ability to communicate effectively with students individually and in groups; ability to use computer applications such as spreadsheets, word processing, calendar, email and databases software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; physical condition commensurate with the requirements of this position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) a Master's Degree* in Student Guidance or related field, and three years experience in working with students or student affairs or (b) four years experience in working with student affairs; or (c) any satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board or Regents of the New York State Education Department as a post secondary degree-granting institution.