

CLASSIFICATION SPECIFICATION

Student Affairs Program Assistant

FT/PT Class Code: 4100, 4600 Pay Grade: B/C 10 FLSA: Non-Exempt Est. 06/02/14

SUMMARY STATEMENT: An incumbent is responsible for assisting in the planning and development of comprehensive programs, resources, and services that support student success. The incumbent will work collaboratively with Academic Counselors in the following areas: admissions/recruitment, advising, veterans, student life, civic engagement, international student services, disabilities support, and wellness. The incumbent will promote student engagement opportunities and develop and maintain communication to strengthen program participation.

NATURE AND SCOPE:

An incumbent in this class reports to the Dean of Student Affairs or Assistant Dean of Student Affairs. A significant aspect of this work is supporting the mission of Student Affairs through effective communication and community outreach in the planning, coordination, and implementation of co-curricular and extra-curricular student support programs.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists in the development and planning of co-curricular and extra-curricular programs in consultation with Academic Counselors to meet student learning and educational support outcomes.
2. Delivers programs in response to students' needs including responsibility for scheduling, arranging supplies, event staffing, and other logistics.
3. In collaboration with Academic Counselors, develops program schedules, materials, and other resources for targeted student populations, which may include students with disabilities, international students, and/or veterans and service members.
4. Coordinates outreach efforts, including marketing and advertising campaigns to students and faculty to ensure program participation.
5. Creates and maintains communication to promote student engagement on campus, including maintenance of and updates to the student activities calendar; communication to club/organization advisors and student leaders; portal announcements, and advertising campaigns to enhance the awareness of students. (10)
6. Collaborates with Academic Counselors/Recruiters to recruit prospective students and promote the college within the community; plans and conducts follow up with applicants and prospective students.
7. Recruits, trains, supervises, and evaluates student employees, volunteers, and personnel who provide disabilities support accommodations such as note-taking and interpreting.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Makes recommendations for program enhancement through data collection and analyses to ensure continuing quality of program(s).
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of spreadsheet, word processing, presentation, and database software.
- ◇ Knowledge of student development theory.
- ◇ Knowledge of student needs and interests.
- ◇ Knowledge of marketing and advertising methods and techniques.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to effectively communicate, both orally and in writing.
- ◇ Ability to organize and follow up on activities.
- ◇ Ability to implement effective programming within a budget
- ◇ Ability to collect and compile data.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.