

Student Life Specialist, (Two (2) or More Positions)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250740>

Downloaded On: Dec. 21, 2024 2:49am

Posted Dec. 20, 2024, set to expire Apr. 21, 2025

Job Title Student Life Specialist, (Two (2) or More Positions)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Dec. 20, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Student Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4768540/student-life-specialist-two-2-or-more-positions>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the general supervision of an appropriate level manager or administrator, perform the full range of complex administrative support, secretarial, and clerical duties independently in support of the Student Life Office/Student Activities Center; assist in organizing, coordinating, and overseeing the daily operations, activities, events, and support services of the College's Student Activities Center/Student Life Office and Game Room; serve as a liaison between student clubs, student advisors, AS, and the department office. Work with student organizations to ensure that District and College policies and procedures are followed; provide information and assistance to students involved in Associated Student Government (AS), Interclub Council (ICC), and clubs. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide technical direction and guidance to the Associated Students (AS) and to the Inter-Club Council (ICC); assist with the development and maintenance of agendas and meeting minutes; participate in the promotion and oversight of student elections; attend AS and student club meetings, activities, events, and travel; assist AS leadership in the planning and execution of overnight leadership retreats; keep AS and ICC minutes updated; ensure timely posting of pertinent information on student bulletin boards; may attend and chaperone student conferences and activities; maintain and publicize calendar of student events and activities; assist students with questions related to activities, events, meetings, fundraisers, and conference travel.
2. Assist with the coordination, organization, and oversight of the daily operations, activities, and services of the assigned area. Provide responsible and complex administrative support and confidential assistance to assigned supervisor or administrator as related to operational, financial,

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and budgetary duties; provide administrative support in meeting reporting requirements, functional responsibilities, and research objectives; assist with coordinating office work and developing schedules related to departmental activities and services; review, update, and inform supervisor and others of essential timelines; assist with coordinating the flow of activities through the office in relation to priorities and schedules; assure timely completion of work in accordance with established policies, procedures, and standards; relieve assigned administrator and other staff of a variety of clerical, technical, and administrative details; provide assistance in resolving operational and administrative problems; assist in implementation of resolutions; identify and refer matters to supervisor; assist with time entry and related activities.

3. Oversee the operation of the Game Room including hiring, scheduling, and providing technical and functional work direction to non-bargaining unit staff and student workers; account for deposits; coordinate the sales of AS Access benefits with AS and ICC representatives; work evenings/weekends to oversee the department office and Game Room or participate in student activities and events, as required.

4. Assist and advise student organizations regarding event and activity planning, use of facilities, program arrangements, services, and available equipment; assist students in preparing facilities request forms, work orders, and requisitions for events and activities; serve as liaison between various club advisors and the department office.

5. Assist with providing training and instructions to club faculty advisors; provide technical guidance to faculty advisors of clubs and co-curricular programs with events and activities; assist in the

creation of new clubs including completing required documents, assist with recruiting and training faculty advisors and training student leadership.

6. Assist with the development, coordination, promotion, and implementation of a variety of student events and activities, as well as other College special events; coordinate and participate in event set-up and take-down.

7. Work closely with the appropriate departments to promote awareness of the College's student events and activities by assisting with advertising, publicizing, and marketing; utilize social media, as directed.

8. Provide overview of departmental programs, events, activities, and services to students, staff, faculty, and the public; respond to questions and inquiries; prepare presentations; make oral or online presentations; assist students in learning and adhering to District and College policies and procedures.

9. Monitor student eligibility for club and student government activities and participation in College committees; provide rosters as needed for verification purposes.

10. Complete specialized functions or projects independently or collaboratively, as assigned; use independent judgment to develop and provide recommendations, suggestions, or information as

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appropriate.

11. May participate in various community relations and outreach activities targeted at new or returning students and/or potential students; may represent the College at on- and off-campus meetings, conferences, community events, and high school career and college fairs; participate in presenting information orally at orientation sessions and workshops; conduct campus tours as necessary.

12. Prepare materials to communicate and promote activities and events; prepare and distribute a variety of graphics, brochures, flyers, charts, and other documents utilizing desktop publishing hardware and software for the assigned program; maintain and update program website and social media as directed; maintain handbooks, forms, and related policies and procedures.

13. Assist supervisor in the preparation and administration of budget(s); prepare cost estimates for budget recommendations; prepare recommendations and submit justifications for budget items; allocate funds to proper budget codes; develop and monitor assigned budgets including accounts for ICC and AS; monitor and control expenditures and process budget/expense transfers as needed; process requisitions for the ICC, student clubs, AS, and other groups related to area of assignment; assist ICC and AS executive cabinet members with budgetary tracking and provide advisement regarding proper procedures; provide regular budget reports to administrator/manager for control of expenditures; interact with others regarding deposits; recommend budget revisions; assist in resolving budget issues and problems; prepare check requests, contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures.

14. Establish and maintain cooperative working relationships with students, staff, and faculty, as well as various outside groups associated with or servicing the program to ensure efficient, effective, and correct implementation of departmental objectives; serve as liaison, and assist with the coordination of services, functions, and activities with other College/District departments, including those at off-site locations; facilitate communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interact and relay information, questions, and decisions regarding area of assignment.

15. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.

16. Provide word processing and other computer operation services in support of the assigned area; type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; type from rough draft, verbal instructions, or transcribing machine

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recordings; prepare and maintain detailed records and documentation; collect, research, compile, analyze,

verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; generate reports from a database or network system; process incoming and outgoing documents. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports involving payroll and attendance, budget, etc.; verify and review materials, applications, records, files, and reports for completeness, accuracy, and conformance with established regulations, policies, and procedures; research discrepancies.

17. Make travel arrangements; process conference reimbursements, refreshment expenses, and other requests.

18. Assist in maintaining office supplies, facilities, and resources. Recommend expenditures for office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; maintain adequate inventory levels of supplies and equipment. Route and distribute incoming mail and other materials; prepare outgoing mail and packages.

19. May serve as receptionist and/or contact for assigned area; provide a high level of customer service; greet and assist students, faculty, staff, and the general public; receive telephone calls and respond to routine questions and requests for information; convey telephone messages; refer callers to appropriate faculty or staff for further assistance as needed; communicate information where judgment, knowledge and interpretation of policies and procedures are required; provide material and information in response to requests for information related to area; direct students to appropriate resources and student services as needed.

20. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate. Attend a variety of meetings, workshops, and training sessions as required; maintain compliance with online coursework and other mandatory trainings and certifications (i.e., FERPA, etc.) as directed by supervisor; attend and participate in diversity, equity and inclusion trainings and events.

21. Maintain a clean and safe learning environment; liaison with other campus departments to ensure working order of facilities, equipment, furnishings, etc.; monitor student activities to ensure conformance with established policies; seek to resolve any disruptive behavior; refer unresolved problems to supervisor; may call Campus Police in emergency situations.

22. Operate a variety of office equipment and machines; learn to use new technology as necessary to perform duties; utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; utilize various computer applications and software packages.

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23. Maintain working knowledge of standard operating procedures within the area of assignment, and of procedures directly affecting programs and services offered to or by students; use District, state and federal regulations and policies to provide accurate information and services to students and staff. Explain and monitor compliance with College and District policies and procedures pertaining to student activities; serve as a resource to faculty and other staff in matters related to area of assignment. Abide by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations, including FERPA and ADA.

24. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices in the use of student organizations and activities to enhance the college experience and create leadership development activities.

Principles and procedures of community college student programs and services.

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned division or department.

Programs, methods, and resources available to students; needs of students with disabilities or requiring special services.

Philosophy, goals, and objectives of the assigned area; eligibility requirements; specialized functions, activities, operations, rules, regulations, requirements, and restrictions related to area of assignment; terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the assigned area.

Large and small event planning and coordination.

Pertinent federal, state, and local laws, codes, and regulations, including FERPA and the Americans with Disabilities Act; confidentiality requirements when dealing with personal and sensitive student information.

District and College organization, operations, policies, and objectives.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds; institutional and community resources available to assist a diverse student population.

Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary; public speaking techniques.

Principles and techniques used in providing a high level of customer service and public relations including methods and techniques of proper telephone etiquette.

Techniques to facilitate effective interaction with people on an individual or group basis;

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interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level staff and student workers.

Current work organization and current office practices, procedures, and methods.

Computer hardware, devices, software, and applications, including word processing, spreadsheet, email, database, presentations, inventory tracking systems, and other related programs.

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.

Processes, procedures, and practices of purchasing.

Basic mathematical and statistical procedures; data collection and research concepts, principles, and practices.

Principles, practices, and procedures of business letter writing.

Principles and practices used to establish and maintain files, records, and information retrieval systems.

Processes, procedures, and practices of budget preparation and administration.

General accounting systems and associated systems, practices, and procedures for processing accounting.

Occupational hazards and standard safety policies and procedures, including applicable OSHA rules and regulations.

Ability to:

Advise and influence student organizations in serving the interests and needs of their memberships; provide leadership opportunities to students; monitor eligibility criteria for student programs, events, and activities.

Assist students in locating appropriate resources; provide assistance to students on matters related to assigned area.

Organize and oversee the day-to-day operations, activities, and services of a community college student activities office; establish, review, and revise office work priorities.

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, interpret, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment.

Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

Plan and deliver oral, written, and online presentations to students.

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Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.

Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; effectively present information in person or on the telephone to students, staff, or the public; provide excellent customer service.

Assess situations, analyze problems, identify alternative solutions, project consequences of proposed actions, and adopt effective courses of action.

Schedule, plan, and coordinate a variety of large and small events, activities, and meetings.

Perform a variety of office support and clerical duties and activities of a complex and specialized nature in support of the assigned area; operate office equipment including hardware, software, and devices supporting word processing, database management, desktop publishing, presentations, and spreadsheets; research, compile, analyze, and interpret data; type or enter data at a speed necessary for successful job performance; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; independently compose and prepare correspondence and memoranda; implement and maintain filing systems; maintain an adequate inventory of materials for assigned program; prepare clear, concise, and comprehensive documentation, reports and other written materials.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.

Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale; hire and train Game Room workers. Effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems.

Apply accounting principles to the maintenance of financial accounting transactions and auditing of financial records; prepare and participate in the administration of assigned budgets; perform arithmetic calculations quickly and accurately.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

Work some evening/weekend shifts as required.

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Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.

Participate in trainings and meetings as required.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university with major course work in human behavior, education, counseling, student personnel services, recreation, or closely related field.

Experience:

Three years of increasingly responsible administrative support and advisory experience in college-level student activities and events, or a closely related environment.

Licenses, Certificates, and/or Other Requirements:

A valid California driver's license and proof of insurability is required to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment: Work is performed primarily in a standard office setting, typically at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision:

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See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

Range 127 of the CSEA Salary Schedule

Initial Screening Date: January 14, 2025

Work Schedule: Monday - Friday (8:30 AM - 5:30 PM) - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: 40

Months per Year: 12

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept

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employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrintodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:



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Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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