

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST 2018-2019

Internal Use

#: 3

Requester Name: William Garcia

Division Name: Student Services

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Program Coordinator - Student Life (see attached proposed job description)

Position Will Reside in Division/Unit:

Student Services

Indicate To Whom this Would Report:

William Garcia, Vice President of Student Services

Indicate if this position or a similar position has been presented to RAC previously and in what years:

This position has not been previously represented to the Resource Allocation Committee.

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

The Program Coordinator for Student Life under direction of the Vice President of Student Services or designee will oversee and coordinate the programs and services of the Student Life program including performing a variety of para-professional, technical, and complex office support work while exercising independent judgment in the satisfactory completion of duties; coordinate with administration, faculty, staff, and community members to enlist support, cooperation, and participation in appropriate activities related to the Student Life program; and assume responsibility for creating, initiating, and planning programs and services associated with the student government, Inter-Club Council, student clubs and organizations, and oversee the Student Life Office to increase student involvement in co-curricular and extra-curricular activities on and off-campus.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

In the past, Scott Miner, Professor of Welding, had been reassigned 6.0 CAHs to assume the duties and responsibilities of the proposed Program Coordinator for Student Life position. This arrangement was in place for approximate 3 years and concluded in December 2017.

Since December 2017, Nessa Julian, Director of Student Equity & Success, and William Garcia, Vice President of Student Services, assumed the role co-leads of Student Life and co-advisors for student government and the Inter-Club Council. However, this arrangement is not sustainable.

If this position is approved, steps will be taken by Las Positas College in conjunction with the Human Resources Office to get the proposed job description approved by the Chabot-Las Positas Community College District Board of Trustees.

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

In addition to the information provided in the previous section of this request, the Student Life Office has become a vital entity of the College as a whole. The Las Positas College Student Government (LPCSG) formerly known as the Associated Students of Las Positas College (ASLPC) have been quite active on-campus with initiatives including, but not limited to, the Student Mobility Initiative which provides subsidized public transportation via Wheels buses to all students and employees, and food distribution or food bank in collaboration with Alameda County Community Food Bank which provides free food for hundreds of students and community members each month. LPCSG also undertook and support the College's efforts to create a new Welcome Center within the Student Life Office to welcome new and prospective students and their families to the College.

For the 2018-2019 Academic Year, all student officers have been elected and all twenty-five student senators have been appointed. LPCSG is vital to the shared or participatory governance at the College and students are becoming involved in many college committees, councils, task forces, and other initiatives including Guided Pathways.

In order to support student government, Inter-Club Council, the Student Life Office, and the approximate 40 active student clubs, it is vital to provide the appropriate level of personnel support.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

The hiring of a Program Coordinator of Student Life is vital to the College. Student government is a required component of shared or participatory governance per accreditation standards, students are becoming more so involved in co-curricular and extra-curricular activities, and student government continues to strive to make improvements to the programs and services available to all students as demonstrated above.

Not supporting and investing in the proper support for Student Life which includes student government, Inter-Club Council, approximately 40 active student clubs and organizations, and the Student Life Office would have dire consequences for the College. Student government and the Inter-Club Council require advisors who are available throughout the business day, evenings, and weekends to help sponsor events and serve as chaparones for student leadership conferences, trainings, and advocacy efforts.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

The Program Coordinator for Student Life would contribute to and support student learning but encouraging students to get involved in student government, Inter-Club Council, and the over 40 active student clubs and organizations - an increase of 33% from the previous academic year. National research has consistently found that students who become active at their college through co-curricular and extra-curricular activities are more likely to be retained, to persist, to graduate, and to transfer compared to other students who do not get involved. The Program Coordinator of Student Life would work with others at the College to continue to build on the current momentum of the student government to develop innovative ways to recruit and retain students at the College by means of creating new and expanding current programs and services. The Program Coordinator for Student Life would also be responsible for serving as the liaison between the club advisors (faculty and classified professionals) at the College and the Student Life Office for the completion of required documentation to bring to campus presenters, host events, and participate in off-campus student professional development.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

The Program Coordinator of Student Life would help fulfill the following accreditation standards:

Accreditation Statement: "Co-curricular programs and athletics programs are suited to the institution's mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular or athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances."

Accreditation Statement: "Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation."

Accreditation Statement: "The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work."

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

The hiring of a Program Coordinator for Student Life would support the College's mission because all of the duties and responsibilities of this position would be to support students who are the reason why the College exists and why we are all employed. The Program Coordinator of Student Life would help provide for educational opportunities by means of co-curricular and extra-curricular activities on and off-campus to help students grow personally and professionally.

The hiring of a Program Coordinator for Student Life would support the College's planning priority by helping ensure compliance with at least three accreditation standards as outlined previously in this document. Students play a critical role in the shared or participatory governance of the College. The Program Coordinator of Student Life would help ensure that student government elections are conducted in conformance with applicable law and regulations, student leaders are appointed to committees, councils, task forces, and initiatives, and would be responsible for training students in Robert's Rules of Order and the Brown Act.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2018).

This need was implied in a Program Review (Year _____).

This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

The need to hire a Program Coordinator for Student Life is critical to the College for ensuring compliance with accreditation standards, providing for students to become involved in the shared or participatory governance of the College, and to assist with retention and persistence efforts of students to reach their goals of graduation and/or transfer from the College. Currently, there is no Program Coordinator for Student Life. This important job is being done by the Director of Student Equity & Success and the Vice President of Student Services but this model is not ideal nor sustainable given the duties and responsibilities assigned to both positions. A sole dedicated professional is needed to help recruit and train new student leaders and to facilitate the workings of the student government, Inter-Club Council, over 40 active student clubs and organizations, and the Student Life Office.

It is proposed that the Program Coordinator for Student Life be funded as follows:

50% - General Fund (using the 6.0 CAH formerly being paid to a full-time faculty member)

25% - Student Equity (to help address disproportionate impact at the College)

25% - Student Success & Support Program (to help fulfill matriculation steps pertaining to retention)

Range 40 Step 1

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

Not applicable.

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$	<u>57,829.00</u>	
Estimated Benefits Cost:	55% \$	<u>28,915.00</u>	31,806
Total Cost for Position:	\$	<u>86,744.00</u>	89,635 SD

NOTE:
Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs, requestor must contact the College Administrative Services Technician in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

Signatures:


Requester

10/17/18
Date


Dean/Unit Administrator

10/17/18
Date

Sharon Davidson
College Administrative Services Technician
Office of Administrative Services

10/17/18
Date


Vice President

10/15/18
Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT PROGRAM COORDINATOR – STUDENT LIFE

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

The Program Coordinator for Student Life under direction of the Vice President of Student Services or designee will oversee and coordinate the programs and services of the Student Life program including performing a variety of para-professional, technical, and complex office support work while exercising independent judgment in the satisfactory completion of duties; coordinate with administration, faculty, staff, and community members to enlist support, cooperation, and participation in appropriate activities related to the Student Life program; and assume responsibility for creating, initiating, and planning programs and services associated with the student government, Inter-Club Council, student clubs and organizations, and oversee the Student Life Office to increase student involvement in co-curricular and extra-curricular activities on and off-campus. The Program Coordinator for Student Life will also support the efforts and initiatives related to Student Equity & Achievement Program to include Basic Skills, Student Equity, and the Student Success & Support Program.

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. Coordinate the daily services and activities of the assigned comprehensive Student Life program.
2. Participate in budget development and administration activities for the Student Life program; coordinate budget planning activities; monitor expenditures.
3. Coordinate with colleagues in designing and implementing recruitment strategies for new student officers, club leaders, and club advisors.
4. Plan, develop, and coordinate the formatting, printing, and mailing of Student Life marketing and outreach materials including, but not limited to, agendas, brochures, flyers, minutes, and posters.
5. Coordinate outreach and publicity to increase participation of the College's Student Life program; develop promotional materials for dissemination to the public.

6. Coordinate the administration of the Student Life program webpage with the campus webmaster; edit and maintain website as necessary.
7. Coordinate entire process for electing, nominating, orienting, and advising new student officers, club leaders, and club advisors including hosting college student elections, orientation sessions, and meeting individually with students and colleagues; answer all questions from the public and provide orientations; provide excellent customer service at all times; negotiate issues of contested election results, nominations, student eligibility, and other issues; maintain accurate records of all students, and develop and maintain filing system.
8. Maintain financial records; collect financial documentation; prepare financial forms and reports; assist with the maintenance of assigned budgets; prepare budget transfers; process reimbursements.
9. Maintain assigned records and files; maintain statistics on the Student Life program including monthly information and information for annual reports.
10. Coordinate and participate in the process to hire student employees, hourly personnel, and the onboarding of student government officers, senators, and club leaders; complete hiring paperwork; process payment requests in the form of both invoices and payroll sheets.
11. Coordinate and establish cooperative relationships with community and college resources to support program goals and objectives; review student evaluations and comments from the public to insure that program goals are met.
12. Contact and maintain customer service ties with college and district personnel; provide copying services and answer questions and inquiries; follow-up on problems and concerns with campus maintenance and operations, security, and other entities on campus to ensure a smooth process for student government officers, senators, and club leaders.
13. Coordinate and assist student government, student club, learning community, and other college entities with student field trips and excursions in accordance with college and district policies and procedures; assist with securing transportation, lodging, registration, dining per diem; coordinate payment requests and reimbursements; serve as a chaperone for Student Life related conferences, trainings, and events.
14. Coordinate and assist with facility reservations and catering arrangements on and off-campus; submit and follow-up with maintenance and information technology related work orders; and ensure the working operation of all equipment, furniture, and technology assigned to Student Life throughout the College.
15. Coordinate and assist with student government, student club, and other student entity functions including, but not limited to, club days, club fairs, campfires, welcome week, career day, transfer day, outreach events, and commencement.

16. Assist with the maintenance of the physical resources assigned to the student government, student clubs, and other assigned Student Life entities.

17. Provide guidance and help ensure compliance with Robert's Rules of Order, the Brown Act, and other relevant policies, procedures, and regulations that pertain to agendas, minutes, recording, online and physical postings; assist with the execution of meetings, retreats, planning sessions, committees, and councils.

18. Oversee assigned staff and student assistants.

19. Perform related duties as required.

MINIMUM 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:

1. Principles and practices of program planning and implementation.
2. Principles, practices, and procedures of business letter writing and report preparation.
3. Higher education environment.
4. Pertinent state, District, and College policies, procedures, and regulations.
5. Problem solving techniques and resources.
6. Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
7. Principles and practices used to establish and maintain files and information retrieval systems.
8. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
9. Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
10. Basic research methods and techniques.
11. English usage, vocabulary, spelling, grammar, and punctuation.

12. Evidence of sensitivity and an understanding of the diverse academic, socioeconomic, ethnic, and cultural backgrounds of the community college students and the community-at-large.

13. Basic mathematical and accounting principles.

14. Interpersonal skills using tact, patience, and courtesy.

15. Oral and written communication skills.

Ability to:

1. Coordinate and direct programs, activities, and operations of the Student Life program.

2. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.

3. Perform detailed and complex specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.

4. Recommend and implement goals and objectives for providing various programs and operations.

5. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

6. Research information using own initiative.

7. Organize, assimilate, and analyze information.

8. Respond tactfully, clearly, concisely, and appropriately to request and inquiries from the general public, students, District staff and faculty, or other agencies.

9. Make regular contact with students, staff and the public to discuss routine and complex scheduling and financial transactions and resolve problems within specified standards.

10. Supervise, direct and coordinate the work of assigned staff and students.

11. Complete required forms and surveys.

12. Prepare clear and concise reports.

13. Collect and receive revenue and prepare payments and reimbursements.
14. Prepare a variety of clear and concise administrative and financial records.
15. Set up and maintain a variety of databases.
16. Set up and maintain a variety of files and records.
17. Analyze situations accurately and adopt an effective course of actions.
18. Work under pressure of deadlines.
19. Plan and organize work to meet schedules and changing deadlines.
20. Carry out work objectives in an organized, efficient and timely manner.
21. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
22. Adapt to changing technologies and learn functionality of new equipment and systems.
23. Type and/or enter data at a speed necessary for successful job performance.
24. Communicate clearly and concisely, both orally and in writing.
25. Establish and maintain effective working relationships with those contacted in the course of work.
26. 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.

MINIMUM EDUCATION AND EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training: Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or related field.

Experience: Three years of responsible administrative, technical, programmatic, or clerical experience, preferably in outreach, program development, or in an educational institution.

License or Certificate: Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site. Incumbents may be required to work evenings and weekends.

Physical: 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; and to verbally communicate to exchange information.

Adopted by Board of Trustees:

Effective:

Job Family: Technical – Paraprofessional

Range: 40