



## Associated Students (AS) Community Service Coordinator

**The Position:** The AS Community Service Coordinator, under the direction of the AS Executive Director, works with students and staff in a variety of settings including, but not limited to, community service and volunteerism, leadership, student government, student organizations, and student life. The incumbent is an employee of the Associated Students of Sonoma State University (AS), the university student government and a student run auxiliary corporation. The incumbent is a \$2.3 million auxiliary corporation that is charged with providing student voice and a variety of co-curricular elements, including community service and volunteerism activities, campus programming, leadership development and student support services. The incumbent provides individual, as well as group, advising and guidance to the student employees and student leaders (approx. 25-30) who coordinate and manage the Join Us Making Progress (JUMP) Program, the co-curricular community service and volunteerism program of the Associated Students. In all capacities the incumbent works collaboratively with the other staff to coordinate and implement a comprehensive, purposeful set of educational programs.

The coordinator also has responsibilities related to the Associated Students and Sonoma State's Student Affairs mission including advising student leaders, working with leadership programs, facilitating presentations and assisting chartered student organizations all in an effort to foster a well-developed comprehensive co-curricular program based on the developmental and educational needs of the students.

External to AS, the coordinator supports the campus wide service learning efforts by maintaining effective relationships with the Center for Community Engagement, local non-profits and community agencies so that students have the opportunity to explore volunteer experiences.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Promote the mission of the University, the Associated Students, and Join Us Makin Progress (JUMP).
- Foster an atmosphere for student learning, development and autonomy.
- Assist student leaders in the creation, planning, coordination, and implementation of community service programs and events with local non-profits and community agencies.
- Serve as the advisor and resource person to JUMP for the following areas: program development, event planning, event promotion, finance, leadership training, assessment and evaluation, goal setting and development, marketing, recruitment of students/student leaders, meeting facilitation, reflection activities, problem solving, volunteer recruitment & recognition and staffing & scheduling.
- Make recommendations for hire, train and direct student employees – including JUMP student staff, federal work study tutors, and volunteer leadership.
- Coordinate and oversee the interview, selection, training, evaluation and retention of student leaders.
- Supervise and coordinate the efforts of the JUMP student staff, federal work study tutors and volunteer leadership.
- Plan, prepare and present training(s), retreats and in-services for members of the JUMP in areas of leadership, organizational knowledge, performance of duties and other areas vital to educational outcomes.
- Interpret, communicate and review California State law, California State University policy and procedures, Sonoma State University policy and procedure and Associated Students policy and procedure as it relates to JUMP, its operation and its programs.
- Work directly with SSU chartered student organizations offering assistance and guidance in organizational and program development and other club related issues as they arise.
- Plan, prepare and present training(s) and in-services for the leadership and members of chartered student organizations on community service & volunteerism, utilizing AS services and programs to augment and assist their clubs.
- In conjunction with the AS Student Government Coordinator and the AS Programming Coordinator, ensure proper professional staffing and support is provided to student director & coordinators at all AS sponsored events.
- Serve on campus wide committees and advisory boards.
- Conduct assessment and planning activities that will enhance programs and services as well as measure educational efficacy and outcome attainment.
- Collaborate with campus student life partners to develop and encourage and active and learning centered campus co-curriculum.
- Assist students in crisis and be able to respond quickly to a variety of complex individual and group issues.
- Independently manage a fund budget of approximately \$190,000, including revenue and expense tracking as well being responsive to auxiliary and university policy and procedure.
- Provide support to AS administrative functions such as financial audits, administrative audits, strategic initiatives and planning and budget planning and development.

- In consultation with the AS Executive Director provide risk management for all JUMP programs and events

#### Campus Co-Curriculum

- Support the co-curricular learning-centered programming efforts at the university.
- Maintain a thorough knowledge of and enforce state, university system and auxiliary regulations, policies, and procedures.
- Develop a collaborative relationship with University staff, faculty, groups, programs, and departments, including, but not limited to, Center for Community Engagement, Residential Education and Campus Housing, Recreation Center and Student Involvement, to improve and develop student-centered programs and events.

#### Secondary Duties:

- Serve as an AS staff member liaison to the university's student affairs programs, duties may include but are not limited to: assisting in the development and production of community service and volunteerism opportunities, including leadership development, chartered student organizations, new student orientation, first year programs and wellness and personal development.
- Meet regularly with and visit on-site all community partners in order to develop collaborative relationships and assess areas of risk.
- Serve as a member of the AS Professional Staff group.
- Coordinate or help facilitate University special events and/or projects.
- Perform other related duties as assigned by the AS Executive Director.

**Minimum Qualifications:** This position requires the equivalent of three years of progressively responsible experience in professional Student Services work and equivalent to graduation from a four-year college or university in a one of the social or behavioral sciences, public or business administration, or a job related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities required for the position may be substituted for the required education on a year-for year basis. A Master's degree in higher education administration or student affairs is preferred and may be substituted for one year of professional experience. The incumbent must possess intermediate computer proficiency with MS office, database programs, internet and email and the ability to quickly and willingly learn new computer programs.

In addition, the incumbent must possess:

- Ability to secure a full working knowledge of practices and procedures of a university auxiliary and a public university.
- Ability to work collaboratively and maintain effective working relationships with a wide range of students, faculty, staff and the general public.
- Demonstrated ability and knowledge of the principles to advise student leaders both independently and in groups.
- Knowledge of and experience working with college students to plan, produce, market and assess successful service & volunteer oriented events and programs on a college campus.
- Knowledge of and experience in working with non-profit community partners, the details, timelines and tools associated with producing successful service oriented programs and events on a college campus.
- Ability to assess risk associated with service oriented programs and events on a college campus.
- Knowledge and experience working with students, student leaders, campus service organizations, campus programming groups and student clubs and organizations both individually and in groups.
- Knowledge and experience in marketing and outreach strategies for a college population.
- Knowledge and experience in principles, practices and trends in the training and preparation of student leaders, student employees and campus clubs and organizations, both as individuals and in groups.
- Ability to advise and give guidance to students in planning and organizing complex and detailed campus wide activities and events.
- Knowledge and ability to assist students in crisis, including assessing students' needs, awareness of access to campus and off-campus resources and the ability to assist students immediately.
- Knowledge and experience in the booking, production and promotion of large public student events.
- Ability to articulate the value of a strong, multi-faceted, learning centered co-curriculum to a mid-sized public four year university.
- Ability to assist students to utilize financial and accounting guidelines and procedures in the production of campus wide activities and events.
- Ability to manage and make sound, independent fiscal decisions about a budget in excess of \$190,000.
- Ability to analyze complex situations accurately and adopt corrective courses of action.
- Ability to recognize multicultural, multi-sexed, multi-ability and multi-aged value systems and work accordingly.
- Demonstrated excellence in oral and written communication, as well as making verbal and written presentations.
- Ability to carry out a variety of professionally complex assignments with little day to day oversight and as a collaborative team member.
- Ability to set and follow boundaries in working closely with students and student groups.
- Ability to interpret and apply program rules and regulations.
- Ability to use initiative and resourcefulness in planning work and implementing long-range planning improvements.

- Ability to reason logically, evaluate data, assess and evaluate students' development and perform in-depth analysis in search of sound solutions and strategies.
- Ability to be flexible in a rapidly changing environment where constructive feedback from others and working with multiple ideas and approaches is encouraged.
- Demonstrated conflict resolution and mediation skills.
- Knowledge and understanding of student development theory and student personnel administration.
- Strong ability to organize, prioritize and multitask in a timely manner.
- Intermediate computer proficiency with MS office, database programs, internet and email.
- Ability to quickly and willingly learn new computer programs.
- Ability to obtain factual and interpretive information through interviews.

**Work Environment:** The AS of Sonoma State University is a student run, student led auxiliary of the university. Our mission is to serve and represent the students of the university. Duties take place mostly in an active office setting in the Student Activities Center on the 2<sup>nd</sup> floor of the Student Center. Open work environment, broad public contact, noise at times including ringing phones, students coming and going, student activity and background music, extensive keyboarding and juggling of phones, walk-in students, faculty and staff. The normal work schedule is Monday through Friday aligned with regular campus hours. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of AS. Your specific start time is determined by the Executive Director. Evening and weekend hours may be required and will be specified only to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Executive Director.

**Salary and Benefits:** The salary for this position will be negotiable and commensurate with experience. Starting salary placement will be commensurate with qualifications and experience. This is a full time position. Benefits include health, dental and vision care, and retirement system membership. This position does not constitute state employment.

**Application Process:** A completed SSU Employment Application form is required for each desired position by the filing deadline. Filing deadlines may be extended to meet the needs of the recruitment. A resume and cover letter are required in addition to the employment application.

Please be aware that any resume submitted without a completed application will not be considered. For more information on the application process and to download an application, please visit [http://www.sonoma.edu/hr/forms/es/associated-students/app\\_as\\_staff.doc](http://www.sonoma.edu/hr/forms/es/associated-students/app_as_staff.doc). Materials submitted with your application will not be returned. The [ADA Coordinator](#) is available to assist individuals with disabilities in need of accommodation in the hiring process. To reflect the diversity of our population, we encourage individuals of varied backgrounds to apply.

**To be considered for an initial screening,  
please submit your application by March 21, 2019.**

#### **Equal Employment Opportunity**

Associated Students is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

#### **Sonoma State University Campus Notices** *(auxiliary position on University campus)*

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeanneclery](http://www.sonoma.edu/ps/about/jeanneclery); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety).