ADVISOR, STUDENT ACTIVITIES

Definition:

Under general direction, to advise students who plan a wide variety of student activities and to supervise the implementation of these plans; to assist the Assistant Dean of Student Activities in planning, coordinating and implementing the total student activities program.

Examples of Duties:

Supervises the planning and provision of the appropriate arrangements for the activities and functions of the Associated Students; serves as advisor to the Inter-club Council; serves as the responsible representative of the Office of Student Activities to the individual clubs, their officers, and their faculty advisors; works with Student Senate Committees; supervises the purchase of supplies and equipment; supervises transportation and maintenance schedules of district vehicles; assists the Assistant Dean of Student Activities in supervision of duties related to spectator functions of athletic programs (security, tickets sales and accounting, half-time shows, etc.); attends committee meetings, activity sessions and events, rehearsals, and auditions; approves publicity of events and serves as liaison between students and the public information office; attends area and state community college student government association meetings as necessary; performs other duties as assigned.

Employment Standards:

Education and Experience: Any combination equivalent to graduation from college and Two years of responsible experience in youth activities programs or related activities.

Knowledges and Abilities: Ability to learn the goals and objectives of Student Activities; knowledge of publicity techniques; knowledge of recordkeeping techniques; ability to be effective in a non-authoritarian advisory capacity; establish and maintain effective working relationships with others, particularly community college students and staff. Ability to represent effectively the student activities programs to the rest of the college community and to the community at large.
CLASSIFICATION STUDY

POSITION: One Classified position, full time; 10 months per year

DEPARTMENT: Student Activities

INCUMBENT REPORT TO: Assistant Dean, Student Activities

RECOMMENDED JOB CLASSIFICATION: Advisor, Student Activities, Range 37, CSEA Unit Salary Schedule

AUTHORIZATION: RARB approval to fill - 5/30/79

FORMER CLASSIFICATION: Coordinator, Student Finance and Activities, Range 47, CSEA Unit Salary Schedule

Background

With the resignation of the former Coordinator, Student Finance and Activities, the Dean of Student Services and Activities proposed a reorganization of the Offices of Student Finance and Student Activities. The major change in the organization as proposed by the Dean was reassignment of student finance responsibilities to the Business Services Division. The change would affect the Coordinator's job in that the position would be reclassified to Advisor, Student Activities. (See attached memorandum.) As a result of the proposed change in duties, the new class would no longer be responsible for the student finance office and would not supervise a Senior Account Clerk, as had formerly been the case.

Department's Description of Responsibilities:

The Dean of Student Services and Activities has proposed the following new job description for the Advisor, Student Activities.

Job Summary:

Under general direction, to assist the Assistant Dean of Student Activities in planning, coordinating and implementing the total student activities program; to advise students who plan a wide variety of student activities and to supervise the implementation of these plans.

Description of Duties:

Supervises the planning and provision of the appropriate arrangements for the activities and functions of the associated students; serves as advisor to the inter-club council; serves as the responsible representative of the Office of Student Activities to the individual clubs, their officers, and their faculty advisors; works with student senate committees; supervises the purchase of
equipment; supervises transportation and maintenance schedules of district vehicles; assists in supervision of duties related to spectator functions of athletic programs, including security, ticket sales and accounting, half-time shows; attends committee meetings, activity sessions and events, rehearsals, and auditions; approves publicity of events and serves as liaison between students and the public information office; attends area and state community college, student government association meetings as necessary; performs other duties as assigned.

In order to determine proper placement of the class within the district's current salary schedule, the proposed Advisor, Student Activities has been compared with the following classes in the Para Professional series.

| Laboratory Technician                      | Athletic Trainer, Coordinator of Gym Facilities |
| Laboratory Technician, Sr.                 | Laboratory Technician Supervisor              |
| Special Program Assistant Coordinator, Publications | Laboratory Teaching Assistant  |

It is recommended that the Advisor, Student Activities be assigned to salary range 37, which is equivalent to that of the Laboratory Teaching Assistant class.

Attached is the recommended class specification.
TO: Dr. David Mertes
FROM: Dr. Al Silvera
SUBJECT: Proposed reorganization of the Offices of Student Finance and Student Activities and reclassification of the position of Coordinator, Student Finance and Activities to Advisor, Student Activities.

The recent resignation of the Coordinator of Student Finance and Activities presented the opportunity to review all functions of the Office of Student Finance and the Office of Student Activities. After careful consideration of input from the Resources Allocation Review Board, the various departments related to this concern, and meetings with you and other administrators, the following changes for reorganization and reclassification are proposed:

Student Finance

1. It is proposed that the supervision of Student Finance be assigned to Business Services. As a result, staff performing business functions would have a more adequate relationship with one another and would receive supervision from those having expertise in business services.

2. It is proposed that Mr. David Pickering assume the duties of supervision of the Office of Student Finance and devise a plan for appropriate staffing of that office, including, but not limited to, the cross-training of existing staff to cover all functions during times of absence, illness or vacation. It is understood that any savings in salaries or expenses which result in the reorganization of the Student Activities Office (see below) would possibly be used, as needed, to assist staffing the business services area.

3. It is proposed that the facilities for the Office of Student Finance remain the same in order to continue to serve students as effectively as possible.

4. It is proposed that the Office of Student Finance have an indirect or secondary relationship with the Office of Student Activities, because of the proximity of the two offices and also to accommodate the budgets of Student Senate, student clubs and co-curricular funds.
Memorandum to Dr. Mertes

Student Activities

1. It is proposed that the position of Coordinator, Student Finance and Activities, be reclassified to the position of Advisor, Student Activities. (A proposed job description and duty statement is attached.)

2. It is proposed that the position of Advisor, Student Activities, be a 10 month position rather than a 12 month position. The savings provided by this proposal could be used, as needed, in the Office of Business Services and/or in the Office of Student Activities depending on the classification study of the position of Advisor of Student Activities.

3. It is proposed that the job description of the Assistant Dean, Student Activities, be modified to reflect the changes proposed herein and other duties he currently has. (See attached job description and duty statement for the Assistant Dean, Student Activities.)

If you agree that the above proposals match those which we perceive will most effectively serve the college at this time, I request that they be submitted to the Board of Trustees as recommendations so we can implement the changes for the 1979-80 college year.

Thank you.

ALS/mjm
ADVISOR, STUDENT ACTIVITIES
(Ten Months)

Definition

Under general direction, to advise students who plan a wide variety of student activities and to supervise the implementation of these plans; to assist the Assistant Dean of Student Activities in planning, coordinating and implementing the total Student Activities program.

Examples of Duties

Serves the College by working cooperatively with the Assistant Dean of Student Activities in planning, coordinating and implementing activities and functions related to the Student Activities program; supervises the planning and provision of the appropriate arrangements for the activities and functions of the Associated Students; serves as advisor to the Inter-club Council; serves as the responsible representative of the Office of Student Activities to the individual clubs, their officers, and their faculty advisors; works with certain Student Senate Committees; supervises the purchase of supplies and equipment; supervises transportation and maintenance schedules of district vehicles; assists the Assistant Dean of Student Activities in supervision of duties related to spectator functions of athletic programs (security, tickets sales and accounting, half-time shows, etc.); attends committee meetings, activity sessions and events, rehearsals, and auditions; approves publicity of events and serves as liaison between students and the public information office; attends area and state community college student government association meetings as necessary; performs other duties as assigned.

Employment Standards

Education and Experience - Graduation from four-year college preferred with a minimum of three years of responsible experience in a youth activities program.

Knowledges and Abilities - Knowledge and understanding of young and older adults; knowledge of the policies and procedures of the college; knowledge of sources for obtaining the supplies and services required by the students; knowledge of publicity techniques; knowledge of clerical and recordkeeping techniques; ability to be effective in a non-authoritarian advisory capacity; establish and maintain effective working relationship with others, particularly Community College students and staff. Ability to represent effectively the Student Activities programs to the rest of the college community and to the community at large.

Exhibit A
SANTA BARBARA CITY COLLEGE

ASSISTANT DEAN, STUDENT ACTIVITIES AND COMMUNITY SERVICES

The Assistant Dean, Student Activities and Community Services, is responsible to the Administrative Dean, Student Services, for the organization and supervision of student activities and community services.

A. Student Activities

1. Serves as over-all advisor to the Associated Students and supervises events and activities of the Associated Students.

2. Advises and works with students in the area of students' needs, concerns and activities.

3. Assists student groups in developing procedures and policies for administration and conduct of student activities.

4. Recommends solutions or alternatives for problems related to student activities.

5. Supervises campus student communications, assists in the coordination of campus publicity for student activities, supervises the maintenance of campus bulletin boards, and supervises the publication of the Student Handbook.

6. Supervises the collection and disbursement of all monies for all student activities.

7. Supervises or directs the work of:
   (a) Student Activities staff.
   (b) Director of Athletics

8. Supervises the development or maintenance of the co-curricular activities budget.

9. Supervises the Campus Center, student housing, lost and found, free-speech area, and parking for medically handicapped.

10. Attends meetings and conferences as appropriate and represents the college at various local, regional and State meetings.

11. Administers the District policy on Standards of Conduct as it applies to students.

12. Instructs the Student Leadership course.

Exhibit B
B. Community Services

1. Assists in planning and directing the community cultural activities program of the college.

2. Supervises the scheduling and arranging for the use of District or other facilities as required by various college departments or by community groups.

3. Prepares and submits budget requests for community cultural programs.

4. Supervises the work of the community services staff.

5. Recommends policies and procedures related to cultural activities program.

6. Plans and implements a program of community recreation.

7. Serves as liaison with related community recreation agencies and with non-college organizations which use District facilities for recreation and supports activities.

C. Performs Other Duties as Assigned