

COORDINATOR, CAMPUS AND COMMUNITY ENGAGEMENT

JOB SUMMARY

Under the general direction of the area administrator, provides coordination and administrative support for district initiatives, events, and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Collaborate with constituency groups, departments, and community partners to support effective event planning, annual calendaring, as well as campus and community outreach efforts.
2. Provide administrative, operational, and coordination support for department and designated office location for day-to-day office needs, including greeting visitors, responding to inquiries, coordinating meetings, and supporting executive office functions as assigned; serve as professional representative of the assigned department in interactions with students, employees, community organizations, and external partners.
3. Coordinate, develop and assist in the implementation of district and community engagement activities and events; coordinate event logistics, purchases, and related administrative needs in alignment with District requirements; collaborate with all District departments and Divisions in the support of campus and community engagement.
4. Collaborate with district stakeholders, including affinity group leadership and student government, to develop and maintain annual calendar of events; support timely, effective planning, coordination, and resource allocation across the District.
5. Utilize strategic calendaring protocols in the coordination of events to support effective planning, marketing, resource allocation, and implementation.
6. Ensure that activities and events are thoughtfully planned and executed to reflect the District's mission, vision, values, and commitment to inclusion and institutional excellence.
7. Develop and maintain guidelines, procedures, and best practices related to campus and community engagement activities and initiatives; apply and interpret policies and procedures in relation to area of assignment; monitor processes and procedures to achieve established goals and objectives in accordance with district standards.
8. Develop and maintain resources, tools, and operational materials (i.e. forms, guides, workflows, etc.) and communication templates to support assigned activities.
9. Support the development of appropriate budget and expenditure guidelines; assist with coordinating event-related purchases and expenditures in accordance with district procedures and/or SEA funding guidelines.
10. Collaborate with district departments to draft and distribute communications and correspondence with a large and diverse audience including internal and external partners.

11. Prepare and maintain a variety of records and reports; coordinate and maintain records and activities of all events and be prepared to provide reports to appropriate leadership.
12. Monitor activities and materials to ensure they meet the MSJC Branding Guidelines and uphold the District's mission, vision and values.
13. Utilize districtwide systems, programs, and technology platforms to support event coordination, scheduling, reporting, and office operations.
14. Participate in a variety of professional development activities.
15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. General college practices and the policies, procedures and operations.
2. Correct English composition, grammar, spelling and vocabulary.
3. Applicable sections of the state Education Code and other applicable laws.
4. District organization, operations, policies and objectives.
5. Modern office practices, procedures and equipment.
6. Standard business software and district computer applications such as Ad Astra, Galaxy and Concur.
7. Interpersonal skills using tact, patience and courtesy.
8. Safety policies and safe work practices.
9. Applicable federal, state and local laws, rules and regulations.
10. District practices and procedures for budgeting, purchasing and maintaining public records.
11. Planning and organizational skills.

Skills in:

N/A

Ability to:

1. Plan, organize, coordinate and manage a comprehensive campus and community engagement program.
2. Work effectively with district departments, staff, faculty and administrators to achieve common goals.
3. Establish and maintain effective and cooperative working relationships with others.
4. Communicate effectively both orally and in writing.
5. Prepare oral and written reports and recommendations.
6. Maintain documentation and records.
7. Organize events.
8. Organize, set priorities and exercise independent judgment within areas of responsibility.
9. Meet schedules and timelines.
10. Coordinate, supervise and use automated systems to maintain records, collect data and generate reports.
11. Read, interpret, apply and explain rules, regulations, policies and procedures.
12. Understand, interpret, explain and apply applicable laws, codes and regulations.
13. Use tact and diplomacy in dealing with sensitive and complex issues and situations.
14. Establish and maintain cooperative and effective working relationships with others.
15. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Bachelor's Degree from an accredited institution; AND
2. Three (3) years of progressively responsible supervisory experience in an academic or business setting; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

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 to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may travel from site to site and may interact with staff and/or public and private representatives in establishing and planning the coordination of campus and community events within District guidelines.

Physical: Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; 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 up to 25 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction to communicate in person, before groups, and over the telephone.