

This job description is a general statement of the major duties and responsibilities of this position. It contains the facts necessary to describe and clarify the position. More specific additional job-related duties may be assigned to this position at different locations in the College.

TITLE: Student Activities Assistant II

CLASSIFICATION: Classified (C-6, unit, non-exempt)

REPORTS TO: Manager, Campus Life

SUPERVISION GIVEN: Student Workers

POSITION SUMMARY:

The Student Activities Assistant is responsible for providing clerical, administrative, and project support to the campus life department. He/she maintains a current knowledge of appropriate college and academic policies, processes, and procedures to assure efficiency and integrity of the office. Serves as primary point of operational and administrative contact for internal and external constituencies related to campus life.

The Student Activities Assistant manages front desk operations, performs word processing, maintains databases and files, tracks data, budgets, and expenditures, schedules appointments, orders supplies and equipment, processes the mail, answers the phone, compiles information for reports, and provides information about student engagement programs and events.

PRIMARY DUTIES PERFORMED:

- Serves as first contact with students, district, and community partners, maintains office coverage, schedules, and manages office email account.
- Screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Manages the student ID card production process. Take and submit photos, manage, and address email account for the software, troubleshoot issues with photo submissions. Order replacement cards and clinical ID cards.
- Manage the distribution of parking passes.
- Assists students with access and understanding of STLCC technology (banner, blackboard, student email, bank mobile) and assists with password resets.
- Reviews and tracks all expenditures as they relate to student activities, club and organization programming and overall department operational budget. Submits requisitions. Manages process to get new vendors into the Banner system. Manages student club budget requests, tracks club spending and roll over budgets; account for monies and deposits taken for programming and philanthropic events.

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- Process requisition payments for Club Accounts; membership dues, ordering of material and supplies.
- Provide program support through product ordering, budget reconciliation, tracking purchases, and contract negotiations. Serves as first level contract negotiator of vendor event contracts, vendor insurance conditions, and purchasing card requirements.
- Assist staff working with wholesalers for creating and purchasing giveaway items.
- Assists manager in preparing contracts for entertainers and negotiates payments. Works with booking agents and wholesalers to secure contracts and then directs them through the STLCC processes and procedures.
- Serve as website content editor for the office.
- Manage the updating of all office manuals, marketing materials, handbooks, forms, fliers, and guides.
- Works with manager to oversee workflow of federal work study students/ student volunteers/ graduate assistants, and other part-time student workers. Approves Federal Work-Study and Student Assistant Timesheets.
- Prepare bi-weekly, all Classified, Part time and Student Workers payroll for manager's approval. Submits payment paperwork---SSRs, Live Performance Agreements, EPAFs, PPASS, etc.
- Manages office supplies orders and student give-away item orders; process orders in Banner; track delivery of orders. Manage storage and inventory of all items.
- Compiles information for reports and maintains accurate records of student involvement in co-curricular, and programming events.
- Assists in the coordination, control, and completion of special projects as requested.
- Ability to travel between campuses to support student engagement activities.
- Attend staff and division meetings.
- Perform all duties and maintain all standards in accordance with college policies, procedures, and Core Values.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency with Microsoft Office Applications, e-mail, the internet, and social media.
- Ability to work in a self-motivated manner with minimal supervision; to make decisions based on complex concrete and abstract variables; to adapt well to unexpected situations; and to re-prioritize work according to changing circumstances.

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- Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast-paced environment. Must be timely in the completion of tasks.
- Ability to handle highly confidential and sensitive situations with professionalism, empathy, and discretion.
- Effective interpersonal, verbal, and written communication skills.

QUALIFICATIONS/EXPERIENCE:

- Associate degree required.
- At least three (3) years secretarial work experience.
- Pleasant, courteous, and professional customer service skills.
- Must pass skills assessment at the intermediate level of proficiency in Microsoft Word software.

PHYSICAL REQUIREMENTS:

WORKING CONDITIONS:

- Standard office hours are 8:00 a.m. to 5:00 p.m.
- Must be flexible in work hours to include some evening and weekends.
- Some physical lifting, bending, pulling, standing on stepstools, walking throughout the campus will be required.