Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: | Establishment  | Update  | Transfer
3. Position Number: 20004
4. School/College/Department: Student Activities/Union
5. Department Number: 041400062
6. Effective Date: (Personnel Use Only)
7. Section:
8. FTE: 1.0
9. Budget Entity: 12 months
10. Pay Plan:
11. Subsection: PRES
12. Class Code: 0716
13. City: Tallahassee
14. County: Leon
15. Class Code: 9427
16. Class Title:

Essential Functions: This position serves under the working title of Coordinator of Student Organization Development, and reports to the Director of the Office of the Union and Student Activities.

50% Student Organization Duties

- Assist student organizations with leadership, management, and organizational issues.
- This position serves as the programming/event and administrative resource person for student clubs/organizations and Greek organizations, coordinating club registration and events management including involvement fairs and fall training event designed for clubs and organizations. In addition, the Coordinator provides involvement opportunities and resources for all students and faculty/staff advisors.
- Develop, implement and administer specific major events and programs for student organizations such as sororities, fraternities, student government, honor societies, etc.
- Assists in the development and implementation of a co-curricular and leadership programs through the facilitation of workshops and retreats based in student developmental theory to benefit the educational needs of student leaders and organization participants.
- Responsible for assisting the Associate Director with the management and coordination of campus clubs and organizations (certification, training, workshops, etc.).
- Assist in developing vision and long and short term strategic planning for OUSA.
- Responsible for periodic assessment of programs and services offered by the office/union/student organizations using various forms of technology and other resources available.
- Assist with specific committees of the Union Board of Advisors and assist with the organization of other campus wide programs and events such as New Student Orientation, Homecoming, and Housing.
- Meet with community and professional groups to discuss various aspects of student organizations and their activities.
- Monitor budget and fiscal resources for assigned areas, submit annual budget requests, monitor expenditures, process related documents and utilize all fiscal resources efficiently.
- Assist with the updates for departmental web pages (specific to student organizations). Serves as department technology liaison with student clubs and organizations.
- Maintain memberships in national, state, local university student activities/union related organizations.
- Other duties as assigned.

40% General Duties

- In conjunction with Associate Director, maintain records of all registered student organizations and process paperwork for new student organizations.
- Responsible for the creation of an on-line registration database of student organizations.
• Maintain database of current student organizations officers including contact information for Presidents, Treasurers, and Advisors.
• Provide guidance to student organizations in the planning and marketing of programs, recruitment of members, and fundraising activities.
• Possess working knowledge of all aspects relating to student organizations including registration, privileges, and responsibilities such as campus posting policy, solicitation policy, and fundraising guidelines.
• Communicate regularly with chapters to discuss issues or concerns.
• Communicate regularly with campus officials and/or national headquarters on issues affecting Greek chapters.
• Compile and maintain up-to-date recruitment, grade, and membership rosters and statistics as needed.

10% Other Duties
• Other duties as assigned.

16B. Marginal Functions of the Job
The Coordinator will serve on committees, task forces, and work groups that pertain to the essential functions of the Office of Student Activities/Union involving the university-wide community, and/or other committees as directed by the Director.

16C. Program Direction and Development -
This position serves as the programming/event and administrative resource person for student clubs/organizations, coordinating club registration and events management including involvement fairs and fall training designed for clubs and organizations. In addition, the Coordinator provides involvement opportunities and resources for all undergraduate students and faculty/staff advisors. Attend and maintain membership in state, regional, and national student activity/union organizations. Participate in professional workshops and seminars to remain prepared and informed in ever changing ideas for growth and development in student activities/union on the college and university level. Promote the department and its services to students, faculty, staff and the community as needed.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Internal contact extends to all offices within the university community and academic areas, interaction will vary from extensive to limited based on student participation. External public contact may/will vary based on need for funding sources and exposure desired for program participation.

17. POLICY MAKING INTERPRATION: Develop policies and procedures for areas of responsibility and interpret as necessary to ensure compliance, appropriate management of services and resources, and problem resolution.

18. SUPERVISOR’S POSITION: Number: 20005 Class Code: 9421 Class Title: Director, Student Affairs

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Responsible for coordination and adherence to approved program budget, fund maintenance and compliance to office, student government, university and state rules and regulations.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

Will have access to confidential student data, must maintain confidentiality and professionalism when working with students and student organizations.
22. KNOWLEDGE/SKILLS/ABILITIES:
Excellent interpersonal, communication and writing skills are necessary. Ability to meet deadlines, demonstrate quality customer service and work in a diverse work environment. Demonstrated ability to apply student development theory. Must be able to obtain results in a team-based environment; work independently and effectively with the student body, faculty and staff. Effective presentation and communication skills a must. Demonstrated ability to initiate, implement and coordinate projects/programs and services, supervise staff and student employees, and work in a team based environment. Fluent computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications: Bachelor’s degree in Education, Liberal Arts or related discipline from an accredited institution and four years of experience working with students and Greek student organizations/development is required.

Preferred Qualifications: Master’s Degree with concentration in Student Personnel Services, Higher Education Administration or related field plus 1-2 year(s) full or part-time experience in Greek Life, Residence Life and Housing or related Student Affairs field, or an equivalent combination of education and experience. Ability to initiate and coordinate programs and services, and work in a team based environment.

Position requires attendance at special events, requiring significant evening/weekend hours. More than 90% of scheduled programs/services take place after 5pm, Monday – Sunday of each week. Regular office hours must be maintained. Scheduling will be done in accordance with administrative and supervisory duties and responsibilities.

IRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
Review statements below check all that apply.
___This position requires a background check and/or fingerprinting, Florida Statutes.
___This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
___This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
___This position requires licensure, certification or other special requirements described above.

24. SIGNATURES:

Incumbent ___________________________ Signature ___________________________ Date ___________________________

Immediate Supervisor ___________________________ Signature ___________________________ Date ___________________________

Reviewing Officer & Title ___________________________ Signature ___________________________ Date ___________________________