PALO VERDE COMMUNITY COLLEGE DISTRICT

Student Development and Civic Center/Events Manager

GENERAL DESCRIPTION

Reporting to the Chief Student Services administrator, the Student Development and Civic Center/Events Manager is responsible for leadership and oversight of student activities and student government, Civic Center rentals, major event management, CalWORKS, and outreach and recruitment. Responsible for budget development and managing area budgets efficiently. Adheres to Board policies and procedures. Hires, supervises, trains, and evaluates support staff for events and student workers. Develops and assists with maintaining positive public and community relations and serves as a liaison between the community, K-12 and Palo Verde College in all areas of responsibility.

NATURE OF THE POSITION

Student Activities and Student Government

- Serves as the manager responsible for student activities, student government, and student life at Palo Verde College.
- Provides leadership, direction, and supervision for student activities and services including developing, organizing and advising various clubs, cultural, educational and social programs for a diverse student population, staff and community members.
- Provides leadership, direction, and supervision as the advisor to student government; assists ASG boards with developing and organizing activities, services and promotion of events; attend ASG meetings; coordinates travel arrangements and accompanies ASG officers for student conferences; and oversees the Associated Student Government (ASG) scholarship process;
- Supervises and coordinates the student election process; screen potential candidates; provide paperwork necessary for application for student leadership.
- Identifies and selects qualified student representatives and encourage greater student participation in shared governance.
- Provides leadership, direction, and supervision for club activities including monitoring budgets assuring proper administrative approval for club expenditures; recruiting faculty advisors for clubs; provides orientation for new advisors and club officers.
- Develops, organizes, coordinates and oversees major extra-curricular and co-curricular cultural, educational and social programs for students, staff and the community.
- Develops and promotes multicultural awareness and assist with diversity awareness events.
- Supervises and ensures that necessary paperwork, and
- Gathers and disseminates information pertaining to public information and promotional events, programs and classes at Palo Verde College.
- Serves as the liaison for student and college events between the college and local news media and assists with campus publications.
- Assists in the coordination of student services programs and activities including new student orientation, welcome week and other activities; collaborate with other campus personnel regarding special activities and services; present an overview of campus activities to various off-campus offices as necessary.
- Coordinates and oversees various major campus-hosted events such as Commencement
- Develops Student Handbook with coordination of all departments.
- Develops an advertisement/marketing plan and implement for the campus.
- Responsible for the over-site of the Student Activities Center and staffing with student workers.
- Coordinates and administer student ASG/ID program.
- Perform related duties as assigned.

Civic Center and Events:

- Manages and oversees all Civic Center rental contracts and serves as the primary contact in determining Civic Center rental approvals and associated fees.
- Oversees Civic Center events and all major events held on campus.
- Maintains up-to-date records of all Civic Center Events.
- Coordinates and oversees events with outside vendors from (contact to completion).
- Develops and maintains current records for facility rentals / Civic Center, and all campus facilities, including rental agreements and contracts.
- Schedules facility use for all outside facility requests (not including instructional classes or events) and coordinates the calendaring of events with appropriate staff.
- Coordinates facility requests and work orders with Maintenance and Operations.
- Coordinates with IT any special requests for equipment per event.
- Coordinates staffing needs for approved Civic Center agreements and internal special events.
- Submits waivers to the Superintendent/President for approval by the Board of Trustees as identified.
- Provides Civic Center contract information and fee determinations to the CBO for proper billing and insurance compliance.
- Assists with the coordination of advertisement for any major events held on campus.
- Responsible for the Civic Center Calendar of Events.
- Evaluates and makes recommendations to Civic Center Rental policy and procedures as necessary.

CalWORKS

This portion of the position is funded with categorical funds and is contingent upon continued CalWORKS funding.

- Serves as the manager responsible for the development, planning, and implementation of the CalWORKS program,
- Maintains compliance with CalWORKS requirements and guidelines.
- Manages the CalWORKS budget and provides accountability for program expenditures.
- Qualifies students for CalWORKS funding.
- Conducts job development and placement for students in the CalWORKS program.
- Develops employability plans for CalWORKS recipients.
- Identifies and monitors clients and interface with off-campus agencies and on-campus programs and services.
- Conducts on-site visits at companies in the area to develop career opportunities and/or internships for students: full-time, part-time, and work study and to provide information about the college programs.
- Confers with faculty to screen and refer qualified students for employment.
- Represents Palo Verde College at job fairs and when meeting with employers, community groups and other interested agencies in support of CalWORKS efforts.
- Maintains relationships with community and other support program services both on and off campus, and refer students to appropriate services.
- Assists job applicants to enroll in job readiness skills courses.
- Collaborates with Child Development Center Staff to facilitate the child care needs and parental choice/voucher assistance program for CalWORKs recipients.
- Assists in developing a working relationship with community agencies that provide assistance for child care and with child care providers that serve low income families.
- Maintains records and assist with the monitoring and follow-up of students.
- Serves on various college and advisory committees.
- Collaborates with the EOPS/CARE program and Financial Aid in the provision of appropriate services to students.
- Maintains currency with the guidelines and regulations of the grant, and work within those guidelines and regulations. Familiar with MIS, Galaxy, and SSARCC for reporting.
- Maintains up-to-date reports and budgets for both CalWORKs and TNF consistent with the grant requirements and/or the State Chancellor's Office requirements.

Outreach and Recruitment

- Serves as the manager responsible for the development, planning, and implementation of the college's strategic outreach and recruitment efforts, building relationships and partnerships that support the college's strategic goal of attracting and retaining a diverse student population, provide community information and educational outreach programs, and serve as a community liaison to establish effective relationships on behalf of the college, overseeing all high school relations, and improving the college's community visibility; develops and implement recruitment strategies that promote the college to prospective students with a focus on underserved populations.
- Plans, develops, implements and evaluates recruitment campaigns (including events, public relations and materials) to raise visibility of the college.
- Researches, develops, plans, and coordinates activities of community outreach programs.
- Provides assistance in needs assessments and analysis to identify community outreach needs.
- Coordinates the facilitation and hosting of individual and large group tours on campus.
- Provides leadership in the development of a variety of publicity brochures and flyers; participates in the development of marketing strategies to promote campus activities and services.
- Communicates with internal campus organizations and services regarding assistance with meetings, programs or events.
- Attends community meetings and serve on committees appropriate to the job function and scope.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree (Master's degree preferred).
2. Demonstrated and effective leadership and management skills.
3. Exceptional interpersonal, oral and written communication skills.
4. Demonstrated computer skills in database management, Excel and Word, and the ability to learn other computer programs.
5. Physical ability to work effectively in an environment which is typical of this position.
6. Ability to work confidentially with student information.
7. Ability to show clear evidence of sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
8. Ability to operate a variety of equipment including computers, banner maker, public address system, video recorder and other equipment as assigned.
9. Possession of a valid driver's license.

CLASSIFICATIONS

Classified Management/Confidential, Row 3

LENGTH OF CONTRACT

Full-time: 40 hours per week – 12 months. Flexible schedule due to evening and weekend supervision of events.

POSITION STATUS/BENEFITS

Fringe benefit package is provided consistent with Classified Management/Confidential provisions.