COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

This position will be responsible for planning, directing and evaluating a broad spectrum of campus life activities. In addition, it will assist in supporting the College's district-wide advancement and commitment to diversity, equity, inclusion and multicultural awareness among employees and students.

REPORTS TO:

Vice President of Student Services

SUPERVISES:

Student life Specialist

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree

PREFERRED:

Master's Degree

EXPERIENCE REQUIRED:

Three (3) years of student development and campus event planning experience.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Leadership/ Management
- Attention to detail
- Time management
- Ability to organize
- Grant Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices
- Advertising/Marketing practices
- Website design

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Identify and define event requirements, scope and objectives; prepare event proposals, timeframes, schedule and budget; monitor and track event's progress and handle any issues that arise; initiate, coordinate and participate in all efforts to publicize event; act as the point of contact and communicate event status adequately to all participants.
- Coordinate event logistics, including registration and attendee tracking, presentation, materials and pre- and post-event evaluations; maintain financial documentation, conduct research, statistics and

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analysis.
- Provide student engagement activities focused on multiculturalism and tolerance to promote mutual respect.
- Gather, create and maintain comprehensive event documentation; plan and report on marketing responses, budget, and evaluations; research issues related to policy development and recommend new or revised District and/or departmental policies and procedures.
- Maintain current and appropriate lists of service area high schools, associations, community organizations and special interest groups or individuals.
- Monitor the organizational development and awareness of the College District's history in order to anticipate opportunities for special event consideration; recommend events for consideration and ensure appropriate protocol is followed during special events.
- Serve as a liaison for District staff on items relating to diversity; keep current on trends, compliance issues, regulations and guidelines; advise appropriate community members accordingly; build and maintain relationships with institutional employees, community and other relevant organizations.
- Organize and facilitate campus and community dialogues to assess the strengths and resources of underserved community and college stakeholders.
- Seek opportunities to increase enrollment, inclusion, persistence, completion and job placement among residential and commuter students, both traditional and nontraditional.
- Create and participate in innovative campus programs and events to improve the quality of student life.
- Organize and implement the annual Diversity Day program for service area ESL high school students, in coordination with Director of Recruiting and High School Outreach.
- Manage and assist in the operation of the Advocacy Resource Center.
- Assess programs and seek feedback from students to ensure that the programs are enhancing the growth, development, retention and success rate of students.
- Update and maintain web page with comprehensive department and program news and information.
- Participate in graduation, orientation and other events.
- Expand advocacy program to include underserved groups such as single parents, older than average students, veterans, etc.,
- Design civic programing for students as require by federal law
- Preform duties in a timely manner
- Work with all stakeholders in a professional and collaborative manner
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR RESPONSIBILITIES:
- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.

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- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Light Van
- Seat Belts
- Shoulder Harnesses
- Safety Equipment
- Fire Extinguisher
- Ladder
- Small Hand Tools
- Hand Saws
- Drill
- Video Monitoring Equipment
- Cellular Phone
- Ramps
- Locks
- Fax machine

PHYSICAL DEMANDS:

- Requires: Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling Lifting, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary, and Computer Work
- Subject to: Light Work to Heavy Work
- May need: Climbing

MENTAL DEMANDS:

- Extreme Temperatures: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee and it was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

_____   _____

Employee's Signature   *Date*

_____   _____

Supervisor's Signature   *Date*

Approved: 7/18/01   *Revised: 10/21/2021*

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1765
DBM:	D	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	11-2031	Employment Status:	Full-Time
Salary Grade:	240	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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