



POSITION DESCRIPTION

TITLE: Campus Life Representative
FLSA STATUS: Non-Exempt

CATEGORY: Professional
GRADE: B

JOB SUMMARY: Coordinate and implement a variety of activities for students and community outreach related to planning, organizing, and supervising the delivery of curricular and extra-curricular programs, special events, recognition, and awards.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

- | | |
|---|-----|
| 1. Support Campus Life program initiatives for the District; establish and maintain effective working relationships with other El Paso Community College departments, student leaders, staff and faculty, community and non-profit agencies, vendors, etc., in planning, organizing, promoting, and evaluating Campus Life programs to meet short and long-range-goals and objectives; interpret complex information, make evaluative determinations and recommendations regarding programs, procedures to students, college employees and the public; provide work direction or supervision to assigned staff. | 30% |
| 2. Coordinate campus programs and activities to include technical requests; attend and facilitate discussions with students during events; provide oversight to student clubs and organizations which include recruitment, interviewing, work allocation, scheduling, training, problem resolution, pre-post performance evaluation, and assessment; serve in an advisory capacity to student clubs and organizations. Assist the Tejano Mercado with the intake request forms, collections, and dissemination of product and inventory. Help promote Campus Life and Tejano Mercado activities within the college and the community by advertising and disseminating information. Schedule pick-ups and deliveries to outlying campuses. | 20% |
| 3. Monitor the assigned budget to ensure fiscal accountability; assist in the development of the annual departmental budget; manage facilities and equipment assigned to Campus Life; serve on various community and college-wide committees related to the program area; travel between campuses to attend meetings, workshops, and seminars. | 20% |
| 4. Assist with production of marketing materials by designing banners, posters, and flyers for events and programs; promote and advertise events and programs at the college and for the community; prepare administrative reports for Campus Life events, programs, budgets, recognition, and awards; interpret and implement policies and procedures for Campus Life programs, events, and activities. | 15% |

- | | |
|--|-----|
| 5. Oversee maintenance and technical support for equipment and supplies and process ID cards for staff, faculty, and students. | 10% |
| 6. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree

EXPERIENCE: Three (3) years of related experience.

CERTIFICATIONS/LICENSES: Must have a valid driver's license and be able to travel to different work sites.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of communication methods used with students of backgrounds and ages;
- Knowledge of assessment programs to identify student needs;
- Knowledge of uses of emerging technologies and communication systems to promote programs;
- Knowledge of student retention/attrition theories;
- Knowledge of federal, state, and local laws, codes, and regulations as they pertain to student behavior and activities;
- Ability to maintain an established work schedule, including some evenings and weekends;
- Ability to interpret and apply rules, regulations, policies and procedures;
- Ability to effectively use interpersonal and communications skills, including tact and diplomacy;
- Ability to effectively use organizational and planning skills with attention to detail and follow-through;
- Ability to work collaboratively and as part of a diverse team;
- Ability to establish and maintain effective working relationships with staff and the public;
- Ability to maintain confidentiality of work related information and materials;
- Ability to prioritize multiple projects;
- Ability to create, compose, and edit written materials;
- Ability to use standard office software applications.

2. **Equipment Used:** Personal Computer and other equipment associated with an office environment.

3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; talk and hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 10 pounds, 25 pounds and 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

POSITION TITLE:	Campus Life Representative
------------------------	----------------------------

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature **Date**