



Associated Students of Sonoma State University Student Government Coordinator, #AS021

The Student Government Coordinator, under the general direction of the AS Executive Director, works with students and staff in a variety of functional areas including, student government, clubs and organizations and campus wide programming. The Coordinator is an employee of the Associated Students of Sonoma State University (AS), the university student government and a student run auxiliary corporation. The AS is a \$2.4 million auxiliary corporation that is charged with providing student voice and a variety of co-curricular elements, including service learning activities, campus programming, leadership development and student support services. The coordinator will provide advising and support to the AS Senate, AS Senators, Representatives, Directors and Officers, Lobby Corps, AS standing committees along with other functions of the AS Student Government; support and provide services to student clubs and organizations; provide support to the development, coordination and implementation of the campus wide events program. In all capacities the coordinator will work collaboratively with the other staff to coordinate and implement a comprehensive, purposeful set of educational programs.

The Coordinator also has responsibilities related to the Associated Students and Sonoma State's Student Life Team including advising student leaders, working with the leadership program, facilitating presentations and assisting chartered student organizations all in an effort to foster a well-developed comprehensive co-curricular program based on the developmental and educational needs of the students.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Promote the mission of the University and the Associated Students of Sonoma State University.
- Foster an atmosphere for student learning development and autonomy.
- Serve as the primary advisor to the AS Senators in areas of student government and leadership, constituent contact, legislation and resolution writing, campus committees, corporate concerns and issues facing the organization.
- Meet regularly with AS officers, senators, student government staff and marketing staff.
- In conjunction with the AS Executive Director advise the AS Senate.
- Plan, prepare and present training(s), retreats and in-services for members of the AS Senate in areas of leadership, organizational knowledge, performance of duties and other areas vital to educational outcomes.
- Serve as the primary advisor to several standing boards & committees of the AS Senate, the AS Lobby Corps, AS Legislative Affairs and AS University Affairs and Outreach.
- Plan, prepare and present, in conjunction with student staff, the organization's emerging leaders' program – the Future Officers Program.
- Plan, present and advise the elections of the Associated Students including recruiting candidates and conducting the election process.
- Interpret, communicate and review California State law, California State University policy and procedures, Sonoma State University policy and procedure and Associated Students, Inc. bylaws and policy as it relates to the AS Senate, AS Senators and Officers, AS boards & committees and programs.
- Make recommendations for hire, train and direct administrative student employees.
- Plan, prepare and present training(s) and in-services for the leadership and members of chartered student organizations on utilizing AS services and programs to augment and assist their clubs.
- Supervise and coordinate the efforts of the AS Student Government student staff and employees.
- Work directly with SSU student clubs and organizations offering assistance and guidance in organizational and program development and other club related issues as they arise.
- In conjunction with the AS Programming Coordinator and the AS Community Service Coordinator, ensure proper professional staffing and support is provided to student programming coordinators at all AS sponsored events.
- Serve on campus wide committees and advisory boards.
- Conduct assessment and planning activities that will enhance programs and services as well as measure educational efficacy and outcome attainment.

- Collaborate with campus student life partners to develop and encourage and active and learning centered campus co-curriculum.
- Provide support to AS Administrative functions such as financial audits, administrative audits, strategic initiatives and planning and budget planning and development.

Other duties:

- Serve as an AS staff member liaison to the university's Division of Student Affairs and the Student Life program, duties may include but are not limited to assisting in the development and production of co-curriculum programs, such as leadership development, chartered student organizations, new student orientation, divisional committees, first year programs and wellness and personal development.
- Serve as a member of the AS Professional Staff group.
- Coordinate or help facilitate University special events and/or projects.
- Perform other related duties as assigned by the AS Executive Director.

Work Environment: Duties take place primarily in an office setting located at Sonoma State University, however may include working indoors and outdoors when necessary to support the department. The normal work schedule is Monday through Friday aligned with regular campus hours. As an exempt employee you have some flexibility in your schedule, however, you must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Your specific start time is determined by your Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance, as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

Minimum Qualifications: Minimum Qualifications: Possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred, but is not required. This position requires the equivalent to graduation from a four-year college or university in a related field, including upper division or graduate coursework in counseling techniques, interviewing, and conflict resolution where such are job-related. A master's degree in Higher Education, Student Affairs, Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of work experience.

Intermediate proficiency with computers, Microsoft Office (Word, Excel), and Google Suite required. Knowledge of databases and student information systems. PeopleSoft preferred. EAB Student Success Collaborative preferred. Bilingual in English/Spanish highly preferred.

This position also requires the following abilities:

- Ability to secure a full working knowledge of practices and procedures of a university auxiliary and a public university.
- Ability to work collaboratively and maintain effective working relationships with a wide range of students, faculty, staff and the general public.
- Demonstrated ability and knowledge of the principles to advise student leaders both independently and in groups.
- Knowledge of and experience working with college students to plan, produce, market and assess successful service & volunteer-oriented events and programs on a college campus.
- Knowledge of and experience working with college students in addressing basic needs – including food insecurity, housing insecurity, food pantries, SNAP benefits, and/or case management.
- Knowledge of and experience in working with non-profit community partners, the details, timelines and tools associated with producing successful service-oriented programs and events on a college campus.
- Knowledge of and experience in working with non-profit community partners, the details, timelines and tools associated with basic needs services on a college campus.
- Ability to assess risk associated with basic needs and service-oriented programs and events on a college campus.
- Knowledge and experience working with students, student leaders, campus service organizations, campus programming groups and student clubs and organizations both individually and in groups.
- Knowledge and experience in marketing and outreach strategies for a college population.

- Knowledge and experience in principles, practices and trends in the training and preparation of student leaders, student employees and campus clubs and organizations, both as individuals and in groups.
- Ability to advise and give guidance to students in planning and organizing complex and detailed campus wide activities and events.
- Knowledge and ability to assist students in crisis, including assessing students' needs, awareness of access to campus and off-campus resources and the ability to assist students immediately.
- Knowledge and experience in the booking, production and promotion of large public student events.
- Ability to articulate the value of a strong, multi-faceted, learning centered co-curriculum to a mid-sized public four-year university.
- Ability to assist students to utilize financial and accounting guidelines and procedures in the production of campus wide activities and events.
- Ability to manage and make sound, independent fiscal decisions about a budget more than \$200,000.
- Ability to analyze complex situations accurately and adopt corrective courses of action.
- Ability to recognize multicultural, multisexed, multi-ability and multi-aged value systems and work accordingly.
- Demonstrated excellence in oral and written communication, as well as making verbal and written presentations.
- Ability to carry out a variety of professionally complex assignments with little day to day oversight and as a collaborative team member.
- Ability to set and follow boundaries in working closely with students and student groups.
- Ability to interpret and apply program rules and regulations.
- Ability to use initiative and resourcefulness in planning work and implementing long-range planning improvements.
- Ability to reason logically, evaluate data, assess and evaluate students' development and perform in-depth analysis in search of sound solutions and strategies.
- Ability to be flexible in a rapidly changing environment where constructive feedback from others and working with multiple ideas and approaches is encouraged.
- Demonstrated conflict resolution and mediation skills.
- Knowledge and understanding of student development theory and student personnel administration.
- Strong ability to organize, prioritize and multitask in a timely manner.
- Intermediate computer proficiency with MS office, database programs, internet and email
- Ability to quickly and willingly learn new computer programs
- Ability to obtain factual and interpretive information through interviews

Must have the ability to effectively communicate with all levels within the auxiliary and the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

Application Deadline

This position is open until filled. For full consideration, please submit a cover letter and resume to hr@sonoma.edu, by 8 am on Monday, April 5.

Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process. Visit [Employment at Associated Students](#) for more information.