



Associated Students of Sonoma State University Community Service & Basic Needs Coordinator

The Associated Students (AS) Community Service & Basic Needs Coordinator, under the direction of the AS Executive Director, works with students and staff in a variety of settings including, but not limited to, community service and volunteerism, Basic Needs, leadership, student government, student organizations, and student life. 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 \$2.3 million auxiliary corporation that is charged with providing student voice and a variety of co-curricular elements, including community service and volunteerism activities, campus programming, leadership development and student support services. The coordinator will provide individual, as well as group, advising and guidance to the student employees and student leaders (approx. 8-10) who coordinate and manage the Join Us Making Progress (JUMP) Program, the co-curricular community service and volunteerism program of the Associated Students. The coordinator will also serve to manage the Basic Needs program of the Associated Students including food pantry, emergency grants, emergency housing, and case management. 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 Affairs mission including advising student leaders, working with leadership programs, facilitating presentations and assisting chartered student organizations all to foster a well-developed comprehensive co-curricular program based on the developmental and educational needs of the students.

External to AS, the coordinator supports the campus wide service learning and Basic Needs efforts by maintaining effective relationships with the Center for Community Engagement, Division of Student Affairs, Culinary Services, local non-profits and community agencies.

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

- Promote the mission of the Associated Students, Join Us Making Progress (JUMP), and the University.
- Foster an atmosphere for student learning, development and autonomy.
- Assist student leaders in the creation, planning, coordination, and implementation of community service programs and events with local non-profits and community agencies.
- Serve as the advisor and resource person to JUMP for the following areas: program development, event planning, event promotion, finance, leadership training, assessment and evaluation, goal setting and development, marketing, recruitment of students/student leaders, meeting facilitation, reflection activities, problem solving, volunteer recruitment & recognition and staffing & scheduling.
- Make recommendations for hire, train and direct student employees – including JUMP student staff, federal work study tutors, and volunteer leadership.
- Coordinate and oversee the interview, selection, training, evaluation and retention of student leaders.
- Supervise and coordinate the efforts of the JUMP student staff, federal work study tutors and volunteer leadership. Plan, prepare and present training(s), retreats and in-services for members of the JUMP in areas of leadership, organizational knowledge, performance of duties and other areas vital to educational outcomes. Manage and oversee the operations of the Associated Students Basic Needs program, including overseeing the operation staff and volunteers of the food pantry, serving as the primary case manager for Basic Needs interventions like emergency grants and emergency housing.
- Interpret, communicate and review California State law, California State University policy and procedures, Sonoma State University policy and procedure and Associated Students policy and procedure as it relates to JUMP, its operation and its programs.
- Work directly with SSU chartered student organizations offering assistance and guidance in organizational and program development and other club related issues as they arise.
- Plan, prepare and present training(s) and in-services for the leadership and members of chartered student organizations on community service & volunteerism, basic needs, and utilizing AS services and programs to augment and assist their clubs. In conjunction with the AS Student Government Coordinator and the AS Programming Coordinator, ensure proper professional staffing and support is provided to student director & 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.
- Assist students in crisis and can respond quickly to a variety of complex individual and group issues.
- Independently manage a fund budget of approximately \$200,000, including revenue and expense tracking as well being responsive to auxiliary and university policy and procedure.
- Provide support to AS administrative functions such as financial audits, administrative audits, strategic initiatives and planning and budget planning and development.
- In consultation with the AS Executive Director provide risk management for various AS programs and events.

Campus Co-Curriculum

- Support the co-curricular learning-centered programming efforts at the university.
- Maintain a thorough knowledge of and enforce state, university system and auxiliary regulations, policies, and procedures. Develop a collaborative relationship with University staff, faculty, groups, programs, and departments, including, but not limited to, Center for Community Engagement, Residential Education and Campus Housing, Recreation Center and Student Involvement, to improve and develop student-centered programs and events.

Other duties:

- Serve as an AS staff member liaison to the university's student affairs programs, duties may include but are not limited to: assisting in the development and production of community service, volunteerism opportunities, and Basic Needs - including leadership development, chartered student organizations, new student orientation, first year programs and wellness and personal development.
- Meet regularly with and visit on-site all community partners to develop collaborative relationships and assess areas of risk. 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: 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. Ability to advise and give guidance to students in planning and organizing complex and detailed campus wide activities and events.
- 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.
- 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. Ability to quickly and willingly learn new computer programs. Ability to obtain factual and interpretive information through interviews.
- 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.

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.

Salary and Benefits: Starting salary placement depends on qualifications, experience and salary budget, and will not exceed \$4,879 a month.

Application Deadline

This position is open until filed. 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.