



Associated Students, San Jose State University
One Washington Square
San Jose, Ca 95192-0128

Position Title: Coordinator
Position Department: Cesar E. Chavez Community Action Center
FLSA Status: Exempt
Full/Part-Time: Full-Time
Compensation: \$56,000
Reports to: Department Manager

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Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary

The Coordinator is responsible for supporting the administration and oversight of the Cesar E. Chavez Community Action Center (CCCAC) department, which includes but is not limited to: creating high quality programs and supervision of student staff centered in civic engagement and activism. The Coordinator also leads and empowers students to create small-scale events. The Coordinator provides support to the Associated Students' committees or campus life as needed.

Capacity to work effectively in a University environment and support the mission and goals of an educational institution are essential. Partnering with university departments to create new programming opportunities and foster community building will be the key success of this position.

Essential Functions

- Responsible for the planning and coordination of large and small scale social justice programs of the CCCAC. This includes but not limited to: Rooted, Social Justice Music and Art Festival, Spartans for San Jose, and Spartan Legacy Training Academy.
- Supervise and manage student assistant staff. This includes hiring, training, on-boarding, project management and performance reviews.
- Recruit, manage and oversee CCCAC volunteers. This includes recruiting, training, and oversight.
- Responsible for working in collaboration with advocacy and multicultural based student organizations to support their needs and initiatives.
- Support and assist Department Manager with the coordination of The Community Action Scholars Program and/or Alternative Spring Break programs. This includes curriculum development, marketing and outreach and staffing the week-long experience.

- Develop and execute marketing for programs and events. This includes social media oversight, working with the organization's marketing team, etc.
- Assist Department Manager with facilitating and coordinating staff development, which includes staff meetings, mandatory Summer & Winter staff retreats, and workshops for CCCAC staff focused on social justice and identity development, anti-racism training, professional development, etc.
- Participate in supporting campus initiatives by serving on campus wide committees and planning meetings, including but not limited to: The Solidarity Network, Leadership Today, and homecoming/tailgate.
- Work closely with Facilities, Development and Operations (FD&O) and Event Services to schedule event spaces for large-scale events.
- Support the organization's student learning outcomes with a focus on leadership, building a sense of community, and developing critical thinking skills
- Develop and facilitate student surveys to assess student needs and opinions, as well as overall satisfaction with programs and services. Compile data and report findings appropriately.
- Ensure contracts are executed with vendors, performers, and sponsors and adequate liability insurance is secured for all Associated Students events in accordance with Associated Students and SJSU policies.
- Attend department and staff meetings and on-going staff development trainings of Associated Students, the Division of Student Affairs, and SJSU.
- Build relationships with key constituents on and off campus.
- Work with SJSU Risk Management to ensure safe practices and emergency preparedness at events and uphold the safety of attendees.
- Manage and monitor programmatic budgets.
- Responsible for the supervision and evaluation of student event assistants. Oversight of employee scheduling, payroll and regularly meets and evaluates work performance
- Develop and maintain internal department documents, processes, policies, guidelines, checklists, and other reference documents as needed.

Knowledge, Skills, and Abilities

- Demonstrated experience in planning events requiring contracts and site plans.
- Intensive knowledge in student development, higher education, social justice, civic engagement, and ethnic studies.
- Demonstrated ability to train, supervise and coordinate the activities of student staff and volunteers.
- Ability to work independently and creatively to develop effective programs and services.
- Requires excellent customer service and public speaking ability.
- Requires demonstrated experience in Microsoft Office, Google Suite, Microsoft Publisher, and other planning tools.
- Requires excellent interpersonal, verbal and written communication skills, and attention to detail.
- Ability to establish and maintain effective working relationships with diverse groups.
- Ability to create, implement and monitor program development and fiscal management.
- Demonstrated competencies in the areas of project management and crisis management.
- Ability to work nights and weekends as needed.

Work Environment, Hours and Physical Demands

- This job operates in an office environment but will require frequent travel to outdoor and indoor event locations as needed. This position routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work will be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.
- Must be able to sit for extended periods of time.

Other Duties

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

Required or Preferred Education and Experience

- Bachelor's degree in Ethnic Studies, Education, Sociology, Political Science, or related field from an accredited college/university
- Master's degree preferred in Higher Education and Student Affairs, Ethnic Studies, or related field from an accredited college/university.
- 1-3 years in planning, implementing, and evaluating events and programs in social justice based spaces in colleges and universities or related fields.
- 1-2 years of experience supervising student employees, or direct reports and managing volunteers is a plus
- Experience in facilitating workshops/dialogues in the topics of identity, intersectionality, and social justice.
- Experience in marketing and promotion of both large and small-scale events
- Experience working in a diverse environment with staff, faculty and students in a diverse university setting

Notes to Applicants

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline

The position will remain open until filled.

Click [here](#) to apply!