



Santa Clara Community Action Program
Department Coordinator Application
Santa Clara University
CHARTERED STUDENT ORGANIZATIONS
Position Description

- POSITION TITLE/TIER:** DEPARTMENT COORDINATOR (TIER 4)
STIPEND: \$925.00 (SUBJECT TO CHANGE ACCORDING TO NEW CSO GUIDELINES)
DEPARTMENT: Santa Clara Community Action Program (SCCAP)
- PRIMARY PURPOSE:** To promote SCCAP's mission and vision, serve as a resource for Program Coordinators, and help maintain the unity and cohesiveness of the organization.
- REPORTS TO:** Director and Associate Director
- ESSENTIAL DUTIES:** Oversees Program Coordinators to ensure their goals and responsibilities are being met. Serves as a liaison between their department and the staff support team. Plans and executes a quarterly department event to bring awareness on campus to the specific social justice issue which the department addresses..

PRINCIPLE DUTIES AND RESPONSIBILITIES

A. General SCCAP Staff Duties

1. Attends weekly SCCAP All-Staff Meetings.
2. Attends weekly department meetings (ie. both Staff Support Team meetings and Department meetings)
3. Attends quarterly SCCAP All-Staff Retreat.
4. Attends quarterly SCCAP Fair and mandatory large-scaled SCCAP events.
5. Keeps regularly scheduled office hours per week (ie. 5 office hours per week)
6. Must volunteer with one program throughout the year (program can change).
7. Actively support other SCCAP events by attending two program events per department over the course of the year.
8. Attends other large-scaled SCCAP Mandatory Events (such as Rainbow Prom and Drag Show) that are mandatory and communicated in advance.

A. Liaison Responsibilities

1. Serves as a liaison between Program Coordinators and SST by holding regular department meetings and attending Staff Support Team meetings to facilitate communication within the organization.
2. Facilitates transitioning of new Program Coordinators and serves as an interim Program Coordinator if a Program Coordinator leaves the organization.
3. Meets quarterly with the Director or Associate Director.
4. Meets quarterly individually with each Program Coordinator within department.
5. Maintains awareness of all relevant school policies and procedures and is responsible for communicating these policies to Program Coordinators (expressive action events, controversial

events, participation agreement forms, driver agreement forms, etc.)

B. Staff Leadership and Development

1. Plans and runs regular, weekly meetings with their department or other department activities.
2. As a member of the Staff Support Team, helps plan All-Staff retreats, All Staff meetings, and other SCCAP campus-wide events .
3. With their department, plans and executes one educational event for the campus community per quarter which brings awareness on campus to the specific social justice issue which the department addresses.
4. Responsible for evaluating and holding program coordinators accountable.
5. Attends each program in their department at least once during the year and is responsible for keeping up to date with events and issues within each program.
6. Encourages social events within department to encourage bonding.

C. Reprimand, Probation & Termination

1. With the support of the Director, Associate Director, and Advisor, manages the various judicial stages of warning, probation, and termination of a given Program Coordinator if he/she is in violation of the CSO contract, SCCAP job description, or university policies and procedures/code of conduct.

QUALIFICATIONS

A. Professional

1. Currently enrolled undergraduate student at Santa Clara University having a 2.5 GPA or better. If the student is an incoming senior, the student must be enrolled in at least one class through spring quarter.
2. Meets University Eligibility Policy for Participation in Student Activities.
3. One year of SCCAP staff experience required.
4. Availability during spring quarter and summer months prior to appointed term for planning and preparation preferred.
5. Demonstrates organizational, communication, and event planning skills.
6. Is able to lead a group and recognize group dynamics.
7. Is able to supervise peers and hold them accountable.

B. Personal

1. Is able to collaborate with students, faculty, and staff with diverse perspectives, opinions, and personalities.
2. Is able to work with a diverse population of volunteers and community members.
3. Demonstrates knowledge of social justice and community development issues.
4. Demonstrates an understanding and belief in the mission and vision of SCCAP.

APPOINTMENT

Appointed to term of office mid-spring quarter and continuing through the end of spring quarter of the following academic year. Transition and training for new staff is conducted under the direction of the current Director & Associate Director. The new Director and Associate Director plan and administer the new staff spring retreat with new Department Coordinators (SST). Planning during the summer is required to prepare for fall programming and retreat.

SPECIAL NOTE

This is a stipend-paid position through the Center for Student Leadership. All students applying for a stipend-paid position are required to be a student (minimum of one class per quarter) for the entire school year, and therefore forfeit the ability to study abroad during the school year or graduate early.