

**JOB TITLE:** Associated Students of Centralia College Coordinator for Student Engagement.

**RESPONSIBLE TO:** The Associated Students of Centralia College, the Associated Students of Centralia College President, the Director of Student Life and Involvement and Assistant Director of Student Life.

**GENERAL DESCRIPTION:** The Coordinator for Student Engagement is a voting member of the Associated Student Governing Board. This position's primary responsibility is to assist clubs and organizations, chair the Inter-Club Council (ICC).

**SPECIFIC RESPONSIBILITIES:**

Serve as the liaison to all clubs, organizations and CC East. Attend as many club/organizations' meetings through term in office.

Coordinate Involvement Fairs at least once per quarter with the exception of summer quarter.

Encourage Club/Organization involvement in new student orientation.

Insure that all club and organization presidents and officers are familiar with Centralia College's clubs and organizations policies and procedures.

Be a resource to club and organization leaders in all aspects of clubs, organizations, and their activities.

Plan, publicize, and chair ICC meetings to include a student representative of each club and organization. Hold up to four ICC meetings per quarter.

Be an information source to personnel and students in regards to clubs and organization.

Maintain a club and organization file to include all pertinent information for future club, organization, minutes and ASCC Student Governing Board uses.

Prepare and distribute agendas for ICC meeting, to clubs and organizations.

Distribute minutes from the ICC meetings to all ICC members and student governing board.

Inform the ICC on all ASCC Student Governing Board business.

Oversee the club/organization re-charter process.

Other duties as related to Clubs and Organizations.

Serve on Campus Facilities Committee.

Ensure that other students appointed to facilities committee attend meetings. Keep ASCC Vice President up to date on student appointee attendance.

Be the student lead for Fall Fest.

Assist in all aspects of Student Life and Involvement.