



**SOUTH TEXAS
COLLEGE**

**STUDENT ACTIVITIES AND WELLNESS
DEPARTMENT
OPERATING PROCEDURES
FOR
PART TIMERS**

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Purpose

The Student Activities and Wellness Department procedure manual is intended to serve in defining, understanding and communicating departmental and college-wide policies and procedures, identifying responsibilities, and providing guidelines in the performance of specific tasks. It is the purpose of this manual to establish and maintain a uniform system for managing personnel matters.

Employees are expected to acquaint themselves fully with the contents of this manual in order to establish a complete understanding of the department's requirements and expectations to maintain effective performance and proper personal conduct.

Employees that do not adhere to these policies and procedures may be subject to disciplinary action; up to, and including termination.

The policies and procedures contained in this manual are those policies and procedures of the College. Some specific policies have been identified for employees to reference. In instances when these policies and procedures conflict with policies and procedures promulgated by the College's Board Policies, the South Texas College Board Policies shall apply.

Nothing in this handbook creates or is intended to create a promise or representation of continued employment for any employee.

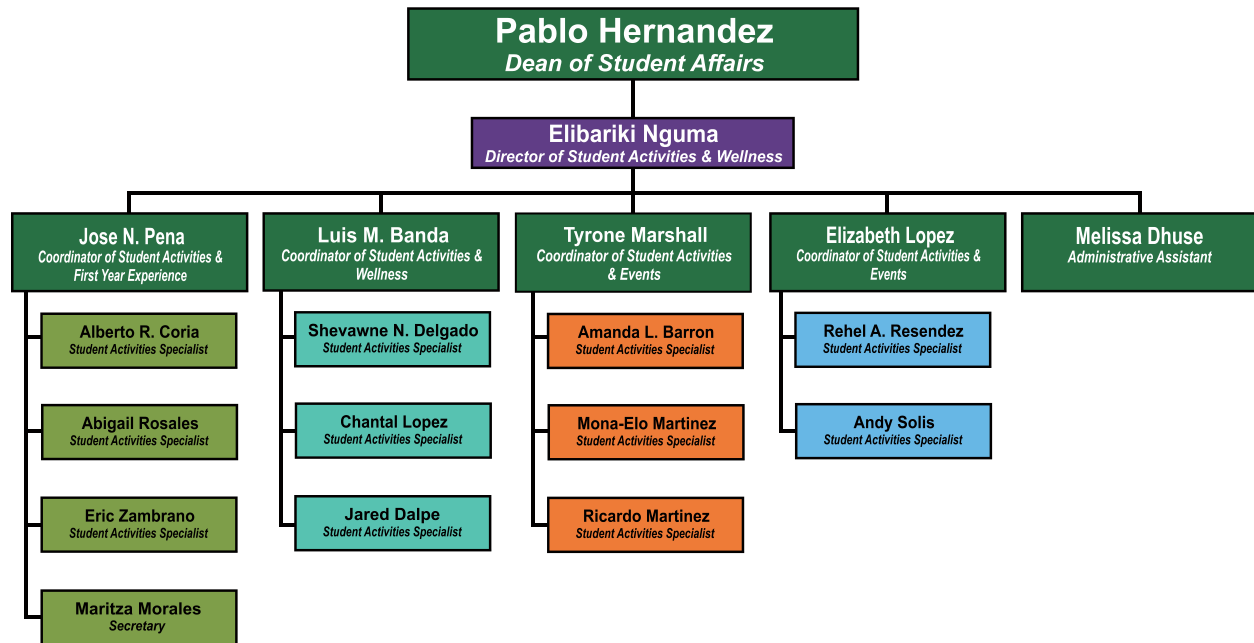
Mission Statement

The Department of Student Activities and Wellness enhances the student experience through the development and delivery of programs and services complementing South Texas College's efforts towards student access, retention and ultimate graduation ensuring that students are engaged and receive a complete college experience.

At a minimum, this mission is achieved through the following services:

- Student Leadership Academy
- Student Government Association
- Student Activities and Events
- Student Organizations
- Intramural Sports and other wellness events
- First Year/New Student Orientation

Organizational Chart



Chain of Command

Employees are expected to follow the proper chain of command, which is the formal line of authority, communication, and responsibility within an organization. When your immediate supervisor is not available, please ensure that you follow the supervision/instruction of any of the staff listed above. If you have a concern and it is in conflict with your supervisor, please report to their supervisor or Human Resources.

Part time staff/student workers will be assigned a supervisor, however, they can expect to receive instructions and guidance from any of the Student Activities full time staff listed above.

Working Hours/Attendance/Tardiness

Normal working hours are 8AM to 5PM Monday through Friday unless there is activity in the evenings or weekends such as intramurals, Fall festival, orientation, etc. Part timers are expected to work up to 19 hours per week and are to follow an assigned work schedule. Part timers are not allowed to make up their own schedules and any deviation to the schedule has to be approved by a supervisor. Part timers can only clock in at their designated time clock plus location or designated workstation. Monitoring of individual schedules may be initiated when absences and tardiness impairs the work unit and may be cause for disciplinary action as per *Board Policy 4901 Standards of Conduct*.

-Breaks and Lunch

-Five hours or less: 15 Minute break may be taken.
No clocking out
Can't leave campus

-Five hours or more: 30 Minute or One Hour unpaid lunch break is required
Clocking out is required

Part timers who are not working or have clocked out for lunch, but choose to stay in the building/office, should refrain from doing any type of work including but not limited to answering the work phone.

-Tardiness

Attendance and punctuality are essential to the operation of the department. It is the responsibility of each employee to timely notify their supervisor for tardiness (late arrivals/early departures in excess of 10 minutes, etc.), extended breaks, unscheduled absences, etc. Tardiness is discouraged and impacts the work unit negatively. It affects morale, scheduling, and coverage. Repeated late arrivals, absences, and without proper/valid notification given to a supervisor may be cause for disciplinary action.

-Class time

Working during class time is prohibited. If class is cancelled or finishes early (and you need to work), a note signed by the Instructor is required by your supervisor as well as his/her subsequent approval.

Education

Education is a priority to all student workers. All should excel in the classroom and outside. Student workers are seen as role models by the student body and should reflect: good study habits, time management, good organizational skills, taking the initiative while at work, and high personal/work ethics.

Student workers should take full advantage of resources available on campus including mentoring from their supervisors. Consistent academic failures/low grades/GPA could result in a position not being extended.

Professionalism

Staff are expected to be professional at all times while ensuring high quality customer service to our students and colleagues. Foul language/behavior will not be tolerated and everyone should be treated with the utmost respect.

-Open Door

- No student should be turned away or feel unwelcome to our offices.
- Doors should always stay open, even when meeting with a student.
- Windows/glass around doors should not be taped/covered and blinds should not be closed.

-Cell Phones

Personal calls, texting, etc. should be limited. When conducting student activities, promotions, events, orientations, directions, sports, etc. students deserve our full attention and cell phones should be kept away. Use discretion for an emergency/work-related call/email.

-Dress Code

Professionalism is a key component of our daily functions. We are at the forefront of interacting with students on a daily basis. We also interact with other staff/faculty and at times visitors on campus including parents. It is therefore important that we adhere to the following dress code:

Name tags: Should be worn at all times and be clearly visible (front pocket/chest area/lanyard) and should not be placed on pants, shirtsleeves, shirt collar, etc.

Not allowed: Torn clothes/Yoga pants/Muscle shirts/Shirts with offensive messages or logos/Attire that is above or top of the knee/Sandals/Flip flops.

- Supervisors will require an attire/uniform for certain events (fall festival, orientation, etc.).

Student Snacks/Drinks

Snacks and drinks/waters stored at the Student Activities and Wellness department districtwide are strictly for use during student events/activities/travels and are not intended for staff/faculty/part timer's daily use/consumption.

Intramurals Participation

As part of student engagement activities, staff can participate in various events with students while on the clock. However, due to liability reasons, this is not allowed during physical contact/sporting events. **Part timers who wish (on their own) to participate in physical contact/sporting events/intramurals can do so only when off the clock (have to clock out first if working) and supervisors should be made aware prior to participation.** This procedure will be limited to the following sports: Soccer, flag football, basketball, dodgeball, softball, volleyball and any other physical contact sport.

Safety

The safety of our students is crucial and we should ensure that we provide a safe and comfortable environment for our students as well as all staff involved. This also includes any bystanders, pedestrians, audiences, etc.

It is therefore crucial to ensure that all activity areas including sports and travel are done in a safe and clean environment to minimize injuries/accidents. This also includes spacing, proper storage of equipment, cables, etc. Any areas that are deemed unsafe/risky should be reported immediately. Any accidents should also be reported immediately and proper forms/procedures should be followed.

Human Resources and Departmental Trainings

All HR mandatory online/in-person trainings are to be completed timely.

Consensual Relationships

It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses. **Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in relationships with students or employees of the College.**

Risk Assessment and Management

Many of the procedures included in the handbook address areas that could potentially involve some risk when it comes to our students, such as travel, sports, etc. While some of the procedures here mitigate and reduce the potential for risk, the Student Activities and Wellness department will meet at least once a year to re-evaluate current procedures and see if there is any need for revisions/additions.

Family Educational Rights and Privacy Act (FERPA)

FERPA and the Texas Open Records Act are federal and state laws that provide for the review and disclosure of academic records. In accordance with these laws, STC will not permit access to or the release of personally identifiable information contained in academic records to any party without the written consent of the student, with certain exceptions. Ensure that all student records including employment, transcripts, etc. remain confidential for use within our department and are not to be shared with other students, outsiders, etc. Always ask for guidance if questions remain.

South Texas College Classification Description

Title: Student Activities Assistant (Part-time Temporary)

Dept: Student Activities and Wellness

Reports to: Coordinator of Student Activities and Wellness

Pay Grade: Part-time

Salary Range: Minimum \$8.00/Hour

Date: 9/27/2018

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Student Activities Assistant will assist the Student Activities and Wellness department with the Student Leadership Academy, Student Government Association, student organizations, new student orientations, intramural sports, and students events.

Specific Duties and Responsibilities

Essential Functions:

1. Promotes outreach and recruitment for the department such as handing out brochures and posting flyers at events and presentations.
2. Performs front-desk duties as required including answering phones, data entry, registering members, updating files and other similar duties.
3. Interacts and provides customer service with students, staff and the public in a positive manner and answers questions regarding department matters.
4. Promotes positive morale and teamwork within the department.
5. Provides coverage and daily support to the department and at events.
6. Assists with the planning and organizing of events and activities.
7. Assists in the day-to-day operations of the Student Activities and Wellness department.
8. Participates in the development, implementation and collection of data for the department's Institutional Effectiveness plan.
9. Attends department meetings and serves on committees as appropriate and as appointed by the supervisor.
10. Attends and participates in college-sponsored events.
11. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED required.
2. College Certificate, a minimum of 30 college hours, or eight (8) years of relevant experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Excellent problem-solving and analytical skills.

4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Maintains familiarity with the College's policies and procedures, as well as state and federal laws and regulations.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed.
9. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to write routine reports and correspondence.
12. Ability to speak effectively before groups of customers or employees of the organization.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under STC policy.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Picking, holding or otherwise working, primarily with the whole hand.
7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
10. Ability to make rational decisions through sound logic and deductive processes.
11. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
12. Standing particularly for sustained periods of time.
13. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
14. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
15. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.

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FULLY REVIEWING THE
INFORMATION PROVIDED IN THE
HANDBOOK