Employment Opportunity

*Program Coordinator

CL06-29 (Watsonville Center)
(75% *categorically-funded assignment)

Apply by: Tuesday, September 19, 2006 by 4:00 p.m.
(Extended deadline)

About the Program
Currently Watsonville Digital Bridge Academy Program services are provided at the Watsonville Center in South Santa Cruz County. A program coordinator position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties
Under general supervision of the Digital Bridge Academy instructor in consultation with the Division Dean of Natural & Applied Sciences (NAS):

- Coordinates Digital Bridge Academy program activities leading to the accomplishment of program objectives
- Develops program budgets, goals, objectives, policies and procedures
- Coordinates services with and refers students to other college programs and to community support agencies
- Serves as a liaison between students, College, community organizations, and the program
- Monitors budget allocations and expenditures, maintains accounting records and prepares financial reports
- Prepares all reports, evaluations, proposals and other documents necessary for funding and successful operation of the program
- Provides information and assistance to students and potential students regarding program requirements and services; may provide bilingual services to the monolingual and limited English speaking program participants
- Ensures compliance with program and college requirements and regulations
- Develops partnerships with community agencies, business/industry, and local government
- Conducts outreach and recruitment activities and represents the Digital Bridge Academy and the College with other colleges, high schools, vocational schools, public agencies, employers and other organizations
- Develops and disseminates various outreach and recruitment materials for specific populations and the Digital Bridge Academy program
- Coordinates and conducts orientations and workshops
- Confers with students regarding academic and vocational concerns; recommends contact with advisors or counselors
- Prepare periodic and special reports, correspondence and other written material for the State Chancellor’s Office, the college and other agencies
- Performs a variety of research activities, evaluating alternatives and preparing reports and recommendations
- Writes and submits grant proposals
- Trains and oversees student workers
• Organizes and maintains records management systems, including computerized databases
• Performs related work as required or assigned

**Qualifications**
Equivalent to two years of college coursework in business, public administration, or the academic or occupational program area served by the program, AND three years of instructional support experience. **Please Note:** Additional experience as outlined above may be substituted for the education of a year for year basis.

**Knowledge of:**
• The academic or occupational program area served by the program
• Analytical and research principles and techniques
• Program coordination principles, including work organization, budget development and administration
• Basic functions and programs of a community college or similar educational setting
• Community resources (governmental, community, and social service organizations and their functions)
• Applicable Federal, State and college laws, rules and regulations
• Sensitivity and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large
• Personal computers, including database management, (i.e. Excel, Word and Power Point)
• Standard office practices and procedures, including filing and the operation of office equipment
• Correct English usage, spelling, grammar and punctuation

**Skill in:**
• Interpret, apply and explain relevant regulations, policies and procedures
• Analyze problems, evaluate alternatives and make effective and programmatically sound recommendations
• Coordinate multiple projects and meet critical deadlines
• Exercise sound independent judgment within established guidelines
• Prepare clear, concise and complete reports and other written material
• Make effective presentations
• Maintain accurate records, files and databases
• Establish and maintain effective working relationships with those contacted in the course of work
• Maintain confidentiality of information
• Type with sufficient skill to enter data into a word processor or computer and produce correspondence or reports
• Promote the College and/or program to prospective students and the community

**Other Requirements:**
• Must be willing to work days, evenings, and weekends at varied campus locations
• Must possess a valid California driver's license and safe driving record
Desirable:

- Bilingual skill in English/Spanish

Salary

*$2,262 to $2,493.75 per month to start, plus fringe benefits; seven-step schedule to $3,032.25 per month plus employer-paid retirement contribution (PERS). Part-time categorically-funded assignment, 12 months per year; Mondays, Wednesdays, 8:30 a.m. to 4:30 p.m., Tuesdays and Thursdays, 9:00 a.m. to 3:00 p.m. and Fridays, 9:00 a.m. to 1:00 p.m. Position scheduled to begin as soon as possible, contingent on categorical funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College provides a benefit stipend up to $5,894.40 for employee only and up to $11,168.28 for employee plus one dependent, and $14,428.28 for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

Note: Assignments that are less than full-time and/or less than 12 months per year, will receive a pro-rated share of the annual benefits stipend.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.

How to Apply

Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application

b) Resume – job related

c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position

d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).

- Transcripts from all colleges attended (copies are acceptable) to demonstrate the qualification re: college coursework listed in this announcement OR official proof of request for transcripts if selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

e) Criminal History Inquiry Supplemental to Application

f) Current California driver’s license

g) Current DMV print-out

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.
Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure**
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline**
All application materials **MUST** be received in the Human Resources Department by: 4:00 p.m., Tuesday, September 9, 2006. *(Postmarks or e-mail transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.