Employment Opportunity

Program Coordinator
Career Education and Economic Development - - CL13-22

Apply by: Thursday, May 23, 2013 - - Extended Deadline

About the Position: The currently advertised full-time, partially categorically-funded position will coordinate Cabrillo’s work-based learning program, which engages students in internships with local employers and other experiential, career-related activities for the purpose of better preparing students for academic and career success. A Program Coordinator position eligibility pool may be established in order to fill other full, part-time or substitute assignments that provide administrative and program support services for Career Education and Economic Development as needs arise.

Examples of Duties: Under general supervision of the Dean of Career Education and Economic Development:

- Coordinates program activities leading to the accomplishment of program objectives
- Assists in developing 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 reports, evaluations, proposals and other documents necessary for funding and successful operation of the program
- Provides information and assistance to students, potential students, clients and the public regarding program requirements and services including special student populations
- 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 program and the College with other colleges, high schools, vocational schools, public agencies and employers which may require driving to offsite facilities
- Develops and disseminates various outreach and recruitment materials for specific populations and programs
- Coordinates and conducts orientations and workshops
- Confers with students regarding academic and vocational concerns
- Recommends contact with advisors or counselors
- Coordinates class schedule information and facility use for a specific college program
- Performs a variety of research activities, evaluating alternatives and preparing recommendations
- May assist in writing and submitting grant proposals
- Monitors activity compliance with grant provisions, college policies and federal and state regulations
- Organizes and maintains records management systems, including computerized databases
- May prepare promotional materials including flyers, letters, brochures, printed material and other means of communicating the services provided by the program to targeted audiences
- Trains and oversees student workers
- Performs related duties as required or assigned

Minimum 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 coordinator support experience which includes working collaboratively with multiple employers in Santa Cruz County. Please note: Additional relevant experience as outlined above may be substituted for the education on a year for year basis.
Knowledge of:
- Program coordination principles, including work organization, budgetary principles, practices and administration
- Analytical and research principles and techniques
- Basic functions and programs of a community college or similar educational setting
- Applicable federal and state laws and college rules and regulations related to the Cooperative Work Experience Education program, including applicable requirements for student workers, internships and other work-based learning opportunities
- The academic or occupational program area served by the program
- 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
- Correct English usage, spelling, grammar and punctuation
- Standard office practices and procedures, including filing and the operation of office equipment

Skill in and ability to:
- Interpret, apply and explain relevant regulations, policies and procedures
- Analyze problems, evaluate alternatives and make effective and programmatically sound recommendations
- Coordinate multiple projects, set priorities and meet critical deadlines
- Exercise sound independent judgment within established guidelines
- Prepare clear, concise and complete reports and other written material
- Make effective presentations and promote the College and/or program to prospective students and the community
- 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, reports, or promotional materials

Other requirements:
- Skill in graphic design, desktop publishing and spreadsheet software (Excel)
- Must be willing to work days, evenings, and weekends at various campus locations and sites
- Must possess and maintain a valid California driver's license and safe driving record during the course of employment

Salary: *$3,273 to $3,609 per month to start; seven-step schedule to $4,387 per month. Full-time, partially categorically-funded assignment, 12 months per year; Monday – Friday, 8:00 a.m. – 5:00 p.m. Classified employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin in as soon as possible, pending continued categorical funding and Governing Board ratification. *Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

*Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate 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.html OR at the office location noted below.

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

**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application.
b) Resume – job related
c) One to three 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) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

   OR

   Verification of experience qualifications:
   - Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

c) Criminal History Inquiry Supplemental to Application

**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: Thursday, May 23, 2013. (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.