PROGRAM COORDINATOR

DEFINITION

Under direction, coordinates and provides administrative and program support services for specialized College programs and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This classification performs complex administrative coordination and support work for College student support and instructional services programs. These programs may be supported by off-campus agencies with funding guidelines and reporting requirements.

Responsibilities of this class include the day-to-day coordination of the program; student and program advocacy, outreach and recruitment; assisting with grant writing and reporting; preparation and coordination of the budget; monitoring, maintaining, and updating detailed records and financial accounts; preparing periodic and special reports; and overseeing and training project staff. The assignment requires initiative and the ability to exercise discretion and independent judgment within general program and College guidelines.

EXAMPLES OF DUTIES

- Coordinates program activities leading to the accomplishment of program objectives (E)
- 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 (E)
- Serves as a liaison between students, College, community organizations, and the program (E)
- Monitors budget allocations and expenditures, maintains accounting records and prepares financial reports (E)
- Prepares reports, evaluations, proposals and other documents necessary for funding and successful operation of the program (E)
- Provides information and assistance to students, potential students, clients and the public regarding program requirements and services including special student populations (E)
- Ensures compliance with program and college requirements and regulations (E)
- Develops partnerships with community agencies, business/industry, and local government (E)
- Conducts outreach and recruitment activities and represents the program and the College with other colleges, high schools, vocational schools, public agencies and employers (E)
- Develops and disseminates various outreach and recruitment materials for specific populations and programs (E)
- Coordinates and conducts orientations and workshops (E)
- Confers with students regarding academic and vocational concerns (E)
- Recommends contact with advisors or counselors (E)
- Coordinates class schedule information and facility use for a specific college program (E)
- Performs a variety of research activities, evaluating alternatives and preparing recommendations (E)
- May assist in writing and submitting grant proposals (E)
- Monitors activity compliance with grant provisions, college policies and federal and state regulations (E)
- Trains and oversees student workers (E)
- Organizes and maintains records management systems, including computerized databases (E)
EXAMPLES OF DUTIES (continued)

• May prepare promotional materials including flyers, letters, brochures, printed material and other means of communicating the services provided by the program to targeted audiences
• Performs related duties as required or assigned

(E) = designates an essential function

QUALIFICATIONS

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
• Community resources (governmental, community, and social service organizations and their functions)
• Applicable federal and state laws and college 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
• Standard office practices and procedures, including filing and the operation of office equipment
• Correct English usage, spelling, grammar and punctuation
• The academic or occupational program area served by the program

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
• 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
• Promote the College and/or program to prospective students and the community
QUALIFICATIONS (continued)

Other Requirements:

- May require knowledge and skills in the academic or occupational program area
- Must be willing to work days, evenings, and weekends at various campus locations and sites
- Specific positions may require a valid California driver's license and safe driving record
- Specific positions may require or desire bilingual skill in a designated second language or other skills related to the specific program
- Specific positions may require the ability to learn proper techniques to safely assist disabled students
- Specific positions may require skill in graphic design and desktop publishing

Education and Experience:

A typical way of gaining the knowledge and abilities outlined above is:

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. Additional experience as outlined above may be substituted for the education on a year for year basis.

Established: October 5, 1998
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