PROGRAM COORDINATOR

DEFINITION

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

CLASS CHARACTERISTICS

This classification performs complex administrative and other support work in coordinating College student support and instructional services programs. These programs most often will 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; coordination functions, such as grant writing and grant reporting; preparation and coordination of the budget; monitoring, maintaining, and updating detailed records and financial accounts; preparing periodic and special reports; and supervision and training of project staff. The assignments require incumbents to exercise discretion and independent judgment within general program and College guidelines.

EXAMPLES OF DUTIES

- Coordinates all program activities leading to the accomplishment of program objectives
- Develop 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
- 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
- Develop 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
- Prepares reports for the State Chancellor's Office and other agencies
EXAMPLES OF DUTIES (cont'd.)

- 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
- Prepare periodic and special reports, correspondence and other written material
- Perform related work as required or assigned

QUALIFICATIONS

Knowledge of:

- 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
- 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 and meet critical deadlines
- Exercise sound independent judgment within established guidelines
- Prepare clear, concise and complete reports and other written material
- Make effective presentations
Skill in and Ability to: (cont’d.)

- 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

NOTE: Specific positions may require or desire bilingual skill in a designated second language.

Other Requirements:

May require knowledge and skills in the academic or occupational program area. Must be willing to work days, evenings, and weekends at on- and off-campus locations. Must possess a valid California driver's license and safe driving record

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 of a year for year basis.

Established: October 5, 1998