

## POSITION DESCRIPTION

### Program Coordinator

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**Position** ..... Program Coordinator

**Department/Site** .....

**FLSA** ..... Non-Exempt

**Evaluated by** .....

**Salary Range** ..... 51

#### **Summary**

Plans, organizes, leads, and coordinates student, community-based, or adult training and program support services that contributes to and encourages college attendance and retention for targeted students or groups. Programs could include foster parent, adaptive physical education, first time college attendees, and/or populations disadvantaged by way of socioeconomic, gender, ethnic, or other designation.

#### **Essential Duties and Responsibilities**

- Plans, develops, and implements programs to enhance retention and academic achievement through activities such as, but not limited to, cultural enhancement, social introduction, mentoring, special workshops, and support that provides easy access to services individualized tutoring, assessments, and financial aid.
- Identifies student referrals from research and contact with financial aid, other grant-funded programs, and high school recruitment staff. After initial contacts, advises students on college/campus procedures, monitors enrollment and registration, and assists with solving problems.
- Recruits, hires, and supervises coordinators and college students serving as peer mentors. Develops and coordinates training in mentoring and tutoring techniques and college preparedness advising in areas such as study skills, career exploration, financial aid, and recommended courses.
- Oversees and schedules events, student development activities, cultural trips, speakers, and other activities that encourage students to participate in college life.
- Provides functional guidance to faculty assigned to student support services programs in areas such as counseling, mentor programs and student development workshops.
- Prepares grant-funding proposals. Develops and submits program and project budgets along with grant proposals. Carries out expenditure of project funds according to fiscal guidelines.
- Oversees and maintains records of grant fund expenditures. Prepares periodic fiscal and statistical reports. Conducts evaluation of all program components and services. Prepares and submits project reports.
- Researches and compiles demographic and statistical data related to program participants. Prepares grant proposals and monitors outcomes for grant awards.
- Assures compliance with all applicable rules, regulations, policies and procedures. Oversees the maintenance of all records including a computer-aided student database. Ensures confidentiality of student information.
- Participates in a variety of campus/college, education, and grantee committees and functions that promote student retention and achievement.
- Performs other duties as assigned that support the overall objective of the position.

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#### **Qualifications**

##### **Knowledge and Skills**

- Requires specialized knowledge of program goals and objectives, procedures and regulations.
- Requires a well-developed knowledge of District administrative services, admission procedures, financial aid programs, vocational and academic transfer education programs.
- Requires specialized knowledge of the roll of cultural, social, and related activities in college life.
- Requires in-depth knowledge of community demographics including the needs of low-income and disadvantaged students, age-appropriate career development, and community resources.
- Requires a working knowledge of teaching, mentoring, and tutoring techniques as well as study skill development methods.
- Requires sufficient human relations skill to make formal presentations, facilitate group processes, and review performance.
- Requires professional-level writing skills to prepare grants and performance reports.
- Requires math skills sufficient to read and analyze financial statements.

##### **Abilities**

- Requires the ability to carry out all aspects of the job.
- Requires the ability to convert program goals into action plans.
- Requires the ability to evaluate program outcomes.
- Requires the ability to schedule, assign, and review the work of subordinates in a manner conducive to successful accomplishment of program goals.
- Must be able to select, supervise, train, and evaluate staff.
- Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines.
- Requires the ability to facilitate meetings and processes involving diverse groups.
- Requires the ability to secure funding, secure local interagency partnerships, and accomplish goals within financial limitations.

#### **Physical Abilities**

- Requires ordinary ambulatory skills to travel to outside offices and locations.
- Requires sufficient visual acuity to recognize words and numbers.
- Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience.
- Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

#### **Education and Experience**

- A bachelor's degree, and two years of student outreach coordination experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and four years of student outreach experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, six years of student outreach coordination experience.

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#### **Licenses and Certificates**

- Requires a valid driver's license.

#### **Working Conditions**

- Work is performed indoors with minimal exposure to health and safety considerations.