

## PROGRAM COORDINATOR

### DEFINITION:

Under general direction of assigned supervisor of record, the program Coordinator will be responsible for assigned program, project, or functional area. The program coordinator will provide a wide range of professional level support and services, including designing and developing program activities, coordinate day-to-day operations of program services, perform administrative duties in support of the assigned project, program, or functional area; and serve as a liaison between the program area and the general public, students, staff, and other campus and community groups..

### DISTINGUISHING CHARACTERISTICS:

This classification independently performs difficult and complex administrative, technical and office support work in coordinating multiple programs, working with a program director, dean or vice president. Responsibilities of this class include student and program advocacy, outreach and recruitment, and administrative functions such as budget projection, allocation and monitoring, maintaining and updating detailed records and financial accounts, and preparing periodic and special reports including those to the Chancellor's office. Assignments at this level require incumbents to exercise discretion and independent judgment within general program and College guidelines. Positions in this class may provide lead direction to others.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

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- Coordinate and oversee the development and day-to-day operations of the assigned project, program, or functional area; ensure compliance with all aspects of program requirements including grant requirements.
- Plan, design, and implement program, project or functional area elements that support service delivery, goals and objectives of assigned program.
- Prepares and manages the program, grant, or project budget; monitors and approves expenditures; prepares grant and/or program fund applications and ensures compliance with requirements within the program area.
- Conduct outreach activities, verify eligibility for services, and assist in college matriculation.
- Coordinate access to basic needs (food, housing, transportation, health services) for students.
- Serve as a liaison with on-campus and off-campus agencies supporting students and coordinate activities with other staff, agencies, business partners, and the public.
- Participate in internal and external meetings with program network and partner agencies.
- Promotes understanding and awareness of programs, needs and innovative services within assigned program. Creates and maintains publications promoting the assigned project or program area.
- Works collaboratively with college programs to implement effective retention and engagement efforts to support student success.

- Represents the College and program, project or functional area at local, regional, and statewide organizations and committees including required state, federal and District meetings, advisory groups, and committees.
- Maintain program records, process documents, and prepare reports on project status, progress, and changes.
- Provide training and work direction to student workers, ensuring compliance with policies and standards.
- Assists with applying for and administers grants and other funding sources; reports to various agencies regarding program activities; ensures program reporting and recordkeeping is performed in compliance with applicable guidelines.
- Performs related duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS:**

### Knowledge of:

- Advanced knowledge of assigned program, project or functional area, students, services, and activities.
- Principles and practices of program development, administration, and review.
- Pertinent federal, state, and local laws, guidelines, and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Best practices in student services related to student engagement, retention, and success.
- Consensus building within a diverse educational environment.

### Skill in:

- Communicate effectively with a variety of students and interact positively with diverse populations.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Provide specialized information and assistance to students, staff, and the general public.
- Coordinate and participate in the management of assigned project, program, or program area functions and services.
- Assess student and community needs to develop appropriate service partnerships for assigned programs.
- Work reliably under minimal direction.
- Excellent oral and written communication skills
- Exercise good judgment and maintain confidentiality in handling sensitive information.
- Perform a full range of complex and responsible program support and difficult administrative duties involving independent judgment and personal initiative.
- Research, compile, assemble, analyze, and interpret data from various sources.

### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Specified positions within this class may require certification of bilingual skills.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with major coursework in education, communications, counseling, ethnic studies, business management, or an area that would provide program-specific knowledge

and skills; three years of experience in program administration in an educational setting. Bachelor's degree desirable.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Speech and hearing to communicate effectively in individual and group settings; manual dexterity to operate keyboards and manipulate papers; vision to read text, forms, and computer screens; mobility to travel to committee meetings and conferences off campus. Work is generally performed indoors in a typical office environment with frequent interruptions.