

**Student Programs Project Coordinator
Coast Community College District**

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Posted Apr. 3, 2019, set to expire Aug. 3, 2019

Job Title Student Programs Project Coordinator

Department

Institution Coast Community College District
Costa Mesa, California

Date Posted Apr. 3, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services

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Job Description

About Orange Coast College (OCC)

Orange Coast College's 164-acre campus is located in Costa Mesa just minutes from Southern California's beautiful beaches. Founded in 1947, with classes beginning in 1948, OCC has grown into one of the nation's largest -- and finest -- community colleges, enrolling more than 25,000 students each semester. OCC's has an unwavering commitment to equitable outcomes; inclusive practices; and rich racial, ethnic, and socioeconomic diversity. Ideal candidates for this position share OCC's devotion to educating and improving the lives of our representative student, employee, and community populations. Ideal candidates for this position share OCC's devotion to educating and improving the lives of our representative student, employee, and community populations. We currently enroll 21,498 students, the majority of whom are from racially minoritized populations: 35% of OCC's students are Latinx, 2% are African-American, 23% are Asian, less than 1% Native American, 31% are White, and 6% are multiracial. OCC engages in a variety of professional development opportunities and partnerships so that we can serve all students and eliminate the success gap for disproportionately impacted groups. Student-centered activities that support OCC's mission include campus-wide student

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success projects funded by the Office of Student Equity; partnerships with local Hispanic Serving four year institutions; active programs that work to improve the academic achievement of racially minoritized students, such as PUENTE and UMOJA; Extended Opportunity Programs and Services (EOPS) and Disabled Student Program and Services (DSPS).

Summary

Plans, organizes, supervises, and provides technical oversight for specialized projects or activities directly related to the campus-wide student success initiatives. Performs research to provide data analytics to achieve project goals, objectives and implement solutions.

Distinguishing Career Features

Under the supervision of the Vice President of Student Services or Designee, the Student Programs Project Coordinator is recognized as a professional-level coordinator with supervisory authority, that supports and participates with administrators in the management of student success programs and initiatives. Advancement to this position is based on need, compliance with the stated qualifications, and a demonstrated ability to manage and perform special project initiatives and functions.

Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- * Supervises and coordinates projects and activities between various departments, teams, and vendors to ensure objectives and technology needs of student program are communicated effectively.
- * Establishes goals and schedules for projects, including staffing and time requirements for participating end users. Prepares and presents progress reports on a regular basis.
- * Researches, analyzes, and evaluates student-related information and prepares reports on the progress of student programs, projects, technology implementations, enhancements, modifications and data requirements.
- * Researches, recommends, prepares and implements solutions in accordance with student success goals and initiatives. Identifies, documents, and communicates constraints or potential concerns related to the implementation of projects and programs related to Student Success and Equity.
- * Oversees and coordinates project schedules, including participation in meetings, documentation and distribution of action items, and tracking action items for successful completion.
- * Serves as a liaison and primary resource to staff concerning the operation of student success technology integration and implementation relating to Admissions and Records, Assessment, Counseling, Financial Aid and other related offices, as assigned.
- * Provides technical documentation for enhancing department/division best practices, policies and procedures. Prepares and presents statistical reports using various report writing sources including, but not limited to, Argos, Operational Data Stores, Data Warehouses, SQL, and Oracle databases.

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- * Serves as a project liaison between Information Technology personnel, end users, and outside vendors to facilitate the development, documentation, testing, implementation and integration of software applications and data storage systems.
- * Supervises, arranges for, and provides programming support, technical assistance, and training to end users concerning the tracking and entry of enterprise-level and student information and use of decision support software applications.
- * Researches, analyzes, and consults with end users, technical staff, managers and vendors on administering and maintaining program access control for faculty and staff.
- * Develops and maintains technical documentation including user manuals, training materials, installation guides, proposals, and reports. Maintains student success library of documentation which includes, and is not limited to, standards for software applications, manuals, and process and procedural documentation.
- * Oversees and tests software applications to facilitate integration and implementation, analyze user interaction experience, and provide feedback to vendors and Information Technology staff user interface issues; recommend policy modifications and application standards.
- * Identifies and coordinates training needs for student success technology users in the following areas: system usage, hardware, software applications, software upgrades and enhancements, hardware/software modifications.
- * Coordinates technology projects with the District-level and campus technology staff. Maintains a calendar of events related to installation, upgrades, implementation, training, and other various activities involving student success technology plans.
- * Performs other duties as assigned that support the overall objective of the position.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact