

**Project/Program Coordinator
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=123617>

Downloaded On: Jul. 18, 2019 9:48am

Posted May 21, 2019, set to expire Jul. 19, 2019

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| Job Title | Project/Program Coordinator |
| Department | |
| Institution | Mt. San Antonio College Walnut, California |
| Date Posted | May 21, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Counseling Services Administrative Support/Services Fiscal Services |
| Apply Online Here | https://apptrkr.com/1463484 |

Apply By Email

Job Description

Project/Program Coordinator

Position Number: 201314978

Department: EOPS/CARE

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year



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Current Work Schedule (days, hours):

Salary Range: A-95

Salary: Step 1-6, \$5,070 - \$6,471 per month

Shift Differential:

Open Date: 04/26/2019

Initial Screening Date: 05/21/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on May 21, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position: 1. A Mt. San Antonio College online application. 2. A cover letter describing how the applicant meets the required education and experience. 3. A detailed rsum that summarizes educational preparation and professional experience for the position. 4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). 5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

College contributes \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note: Salary and Health & Welfare Benefits are subject to change.

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Basic Function/Overview:

OVERVIEW

The Cooperative Agencies Resources for Education (CARE) is a state funded program designed to assist single parents who receive cash aid and are the head of their household. CARE students receive additional support through counseling, tutoring, assistance with books and supplies, grants and other services designed to help students complete their educational goals. Under the direction of the EOPS/CARE Director, the CARE Coordinator is responsible for planning, organizing, and coordinating services and activities for CARE participants. Activities include recruiting CARE eligible students, monitoring student needs and progress, facilitating workshops, conducting intake interviews, monitoring the CARE budget and collaborating with CalWORKs and other departments on campus to increase program efficiency.

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; fosters cooperative working relationships with students, staff, and faculty.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. May exercise technical and functional direction over and provides training to student workers.

CLASS CHARACTERISTICS

This is a project/program coordinator classification responsible for planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of program/project and District activities and extensive student, faculty, and staff contact.

Essential Duties/Major Responsibilities:

1. Plans and coordinates assigned programs, projects, services, and/or activities; establishes schedules and methods for providing program, projects, services, and/or activities; recommends

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- improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
 3. Participates in developing goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
 4. May participate in and oversee the administration of program and/or project budgets, including monitoring expenditures and ordering supplies, materials, and equipment.
 5. Plans, coordinates, and implements various events, workshops, and outreach and recruitment activities.
 6. Coordinates assigned programs and/or projects, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides ongoing support to ensure program and/or project success.
 7. Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
 8. Markets programs, projects, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
 9. Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned programs and/or projects.
 10. Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.
 11. Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice on assigned programs and/or projects; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the District; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
 12. Provides administrative assistance and operational support to assigned programs and/or projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
 13. Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
 14. Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.

Other Duties:

Performs other related duties as assigned.

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Knowledge Of:

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.
2. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
3. Procedures for planning, implementing, and maintaining assigned programs and/or projects.
4. Research and reporting methods, techniques, and procedures.
5. Principles and practices of data collection and report preparation.
6. Basic principles and practices of budget administration and accountability.
7. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
8. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
9. Record keeping principles and procedures.
10. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socioeconomic and ethnic groups.

Skills and Abilities:

1. Inspect the work of others and maintain established quality control standards.
 2. Train others in proper and safe work procedures.
 3. Identify and implement effective course of action to complete assigned work.
 4. Oversee and coordinate assigned program and/or project operations, services, and activities.
 5. Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
 6. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
 7. Make accurate mathematical, financial, and statistical computations.
 8. Prepare clear and concise reports, correspondence, procedures, and other written materials.
 9. Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
 10. Establish and maintain a variety of filing, record keeping, and tracking systems.
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11. Operate modern office equipment including computer equipment and specialized software applications programs.

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12. Organize own work, set priorities, and meet critical time deadlines.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, social science, human services, public administration, or a related field, AND two (2) years of increasingly responsible program or project coordination experience working with diverse students in an educational setting.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data



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using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

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Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:



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WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/1463484]https://hrjobs.mtsac.edu/postings/7131

Contact Information

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

Contact

N/A

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