

Program Services Coordinator (Job Placement Program:  
Arts, Language, and Communication Emphasis) (Funded  
by the Strong Workforce Program)  
San Mateo County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149292>

Downloaded On: Mar. 1, 2021 11:41pm

Posted Nov. 9, 2020, removed Feb. 4, 2021

**Job Title** Program Services Coordinator (Job Placement  
Program: Arts, Language, and Communication  
Emphasis) (Funded by the Strong Workforce  
Program)

**Department** Administration

**Institution** San Mateo County Community College District  
San Mateo, California

**Date Posted** Nov. 9, 2020

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Coordinator

**Academic Field(s)** Student Services

**Apply Online Here** <https://apptrkr.com/2060605>

**Apply By Email**

**Job Description**

Program Services Coordinator (Job Placement Program: Arts, Language, and Communication Emphasis) (Funded by the Strong Workforce Program)

San Mateo County Community College District

Posting Number: 2014991S

Department: Strategic Partnerships and Workforce Development

Location: Skyline College



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Position Number: 2CC037

Percentage of Full Time: 100%

FLSA: Non-Exempt (accrues overtime)

Months per Year: 12

If other, please specify:

Salary Range:

Note:

Min Salary: \$68,580 (annual)

Max Salary: \$87,504 (annual)

Position Type: Classified Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the Districts Strategic Plan, success, equity, and social justice for our students are longstanding goals. The Districts [\[url=https://www.smccd.edu/strategicplanning/\]](https://www.smccd.edu/strategicplanning/)Students First Strategic Plan is focused on Student Success, Equity and Social Justice. We provide students with a rich and dynamic learning experience that embraces differences emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

Skyline College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 16,000 students each academic year. Skyline College has a diverse student population that is a reflection of the communities that it serves.

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Detailed information about the student population, including data related to student success, can be found on [url=http://skylinecollege.edu/prie] Skyline Colleges Office of Planning, Research and Institutional Effectiveness (PRIE) website.

#### Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

#### The Position:

Under direction of the Dean of Strategic Partnerships and Workforce Development, the Program Services Coordinator (PSC), Job Placement: Arts, Language, and Communication- Strong Workforce Programs is responsible for the coordination and delivery of job placement and workforce readiness program components specific to the Meta Major: Arts, Language, and Communication. Additionally, the PSC, Job Placement: Arts, Language, and Communication, will facilitate coordination, planning, logistics, and implementation of all related job placement services, such as student recruitment, employer engagement, internship and job placement program design/development, orientation, job skills assessment matching, skills gap analysis and placement, training and workshop delivery and acts as a liaison between the college, program faculty, and Meta Major specific employers and provides all other support as needed for current and potential program participants and partners. Public contact is extensive and can include students, faculty and staff, key business representatives, governmental agencies and the general public, for the purpose of job placement program development, exchanging partnership information, and delivery of a variety of job placement services. A high degree of independent judgment, professionalism, partnership development, and creativity are required to adequately represent the college and the Job Placement Program, to serve as a technical resource person for the program, and to work with a team to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. The Program Services Coordinator, Job Placement: Arts, Language, and Communication can lead the work of student assistants, proctors, and other staff as assigned.

This is a temporary position funded by the Strong Workforce Program and may be eliminated once the

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funding has been exhausted.

Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide coordination in the development and implementation of viable job placement service components and workforce readiness programming in the Arts, Language, and Communication sector
2. Facilitate student learning by assisting students with securing appropriate work experience through work-based learning opportunities that will enhance overall academic experience and learn skills essential to complete a successful job search and secure employment
3. Support Skyline students in pursuing and obtaining paid employment in their field of study; assist students with: conducting job search activities, preparing job application materials to meet skill and job expectations, preparing for interviews, and increasing job readiness and livable wage career attainment.
4. Coordinate with employers to develop student opportunities for experiential endeavors and local, state, national, and international job placement
5. Work collaboratively with faculty and administration to create policies and procedures for ensuring the academic quality and integrity of a comprehensive job placement program
6. Research and source available employment opportunities within designated industries
7. Assist with coordination of industry and liaise with leadership, faculty, programs, and departments to bring employers to campus in a variety of ways, including industry advisory committees, career days, job fairs, employer showcases, or other networking events for students based on Meta Majors that lead to or support comprehensive job placement strategies
8. Collaborate with leadership, faculty, and academic departments to identify, promote, and advance career development, work experience, and job placement for students
9. Conduct site visits to evaluate appropriateness and relevance of employer partnerships for students

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10. Develop and revise program policies and procedures as necessary and follow-up with students and document job search activities and placement details
11. Identify, develop, and monitor job placement sites and partnership opportunities
12. Plan and conduct workforce readiness workshops and informational program presentations for students, faculty, and key employer stakeholders
13. Assist in the development of a job placement manual and promotional materials and updates as needed
14. Research appropriate websites and resources to support the success of the program and students
15. Assess and document the effectiveness of the program and its impact on student success
16. Coordinate the development of employer relations through verbal and written communications and membership in professional organizations
17. Visit employers to promote students and support high quality partnerships supporting graduate employment and job placement opportunities
18. Maintain database administration for purposes of tracking
19. Assist in marketing services and programs through developing appropriate materials as well as advertising special events
20. Assist in the production of program material and informational publications
21. Exchange information with leadership, students, staff, other educational institutions, community and business representatives, vendors, governmental agencies and the general public regarding a variety of college programs, services, eligibility requirements, policies, timelines, required forms and other information
22. Make presentations and conduct professional development and training to small and large groups as a program and college representative for students, faculty, employers, and other stakeholders
23. Participate in planning and implementation meetings with college and outside groups and representatives

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24. Coordinate logistics and establish timelines, required materials, online support services, facilities, publicity, and other program and event needs

25. Serve as liaison between student Job Placement program participants and various instructional, student services departments, and participating employers

26. Refer students to community, business, governmental, and other resources

27. Conduct follow-up with employers and students to determine needs and is proactive in providing support and service centered solutions

28. Research and compile statistical, narrative, financial, demographic, and other data for regular and special reports to track program participation, recruitment effectiveness, student follow-up, retention and transfer rates, program evaluation criteria, job placement, resources and job availability, employer profiles, and other information

29. Set up and maintain confidential and other files

30. Performs other related duties as assigned

Minimum Qualifications:

A combination of education and experience equivalent to a Bachelors degree in human resources management, training and development, or a closely related field

Expertise in one or more of the following: job placement, career coaching, employer engagement, job preparation and readiness or internship program coordination

Successful experience of increasing responsibility in education, social services, human resources, or related area of Meta Major: Arts, Language, and Communication

Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

Experience with program planning, development, implementation, and evaluation

Experience with researching, formatting, assessing, and preparing data for reports and other materials

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Experience with the use of a variety of computer software necessary to complete tasks and track and monitor data with great efficiency along with experience in using LinkedIn, LinkedIn Learning, and other essential career development software

Demonstrated skills in oral and written communication, including public speaking and experience in the presentation of workshops

Experience in a collegiate environment and an understanding of academic culture, including the ability to effectively interact with faculty, staff, students, parents, and administrators

Familiarity with workforce and industry needs specific to the Arts, Language, and Communication sector, corporate, and nonprofit human resource management. Understanding of experiential education and career advising

Demonstrated skill in multi-tasking, prioritizing workloads, and working independently

Demonstrated skill in working as part of a customer service team

Physical Requirements:

This classification requires sitting for various lengths of time; the ability to type, use phone, occasionally lift, carry, push, pull, or otherwise move objects of light to moderate weight; work at a computer, including viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard; and ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

Equivalence to Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Knowledge of specific program and related college services available to students and other potential participants
2. Knowledge of appropriate pre-employment screening, interviewing and relevant job searching methods and techniques; knowledge of the procedures used to contact employers, discuss job openings and services available, and place students in living wage jobs
3. Knowledge of applicable and available community, business, governmental, and educational

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resources

4. Skill in oral communication, including public speaking
5. Skill in written communication
6. Skill in short- and long-range program and service delivery planning, program and event implementation, coordination and evaluation
7. Skill in interviewing, assessment, and evaluation
8. Skill in respectful, tactful and sensitive interaction with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
9. Skill in establishing and maintaining effective and efficient working relationships
10. Skill in research, compiling, and formatting a variety of data for reports
11. Skill in use of the Microsoft Office Suite and web-based content management systems
12. Ability to work effectively as part of a customer-service team

Preferred Qualifications:

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 10/29/2020

First Review Date: 11/27/2020

Close Date:





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Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).
2. A resume that details all relevant education, training, and other work experience.
3. A cover letter of no more than 3 pages that addresses the applicants cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicants qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources

3401 CSM Drive, San Mateo, CA 94402

Tel.: (650) 574-6555

Fax:(650) 574-6574

Web Page: [www.smccd.edu/hr](http://www.smccd.edu/hr)

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references

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4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States

6. Approval of your employment by the SMCCCD Board of Trustees

7. Provide a certificate of Tuberculosis exam for initial employment.

8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

#### EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

#### Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

#### Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2020 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2020 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2020 Annual



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Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2020

[url=https://www.smccd.edu/publicsafety/2020%20SMCCCD%20Annual%20Security%20Report.pdf ]  
Annual Security Report is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: [url=https://apptrkr.com/2060605]https://jobs.smccd.edu/

### Contact Information

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

### Contact

Administration

San Mateo County Community College District

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