

**Project Program Specialist  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=232023>

Downloaded On: Jun. 30, 2024 10:18am

Posted Feb. 29, 2024, set to expire Jul. 1, 2024

<b>Job Title</b>	Project Program Specialist
<b>Department</b>	School of Continuing Education Division Office
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Feb. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5057518">https://apptrkr.com/5057518</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Project Program Specialist**

**Position Number:** CM-132-2024

**Department:** School of Continuing Education Division Office

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Friday 9:30AM-6:00PM (some evening hours may

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be required for special events or meetings)

**Salary Range:** A-79

**Salary:** A-79 Steps 1 - 6: \$5,205 - \$6,643 monthly

**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 02/26/2024

**Initial Screening Date:** 03/13/2024

**Open Until Filled:** Yes

### **Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website 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 resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree 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.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

### **Health & Welfare:**

Mt. San Antonio College offers a competitive and excellent benefits package to **eligible employees** providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the [Mt. San Antonio College Benefits Website](#) for further information.

### **Basic Function/Overview:**

**OVERVIEW:**The School of Continuing Education (SCE) is a division that serves noncredit and community services students. SCE is an important area within the College and serves over 40,000 students annually, most from underrepresented populations. The project program specialist will assist with Division-wide needs to support all SCE programs, including with data collection and reporting for adult education programs such as Workforce Innovation and Opportunity Act (WIOA II), California Adult Education Program (CAEP), noncredit Strong Workforce (SWP).

**DEFINITION:**Under general supervision, assists in planning, organizing, coordinating, and providing 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 & EXERCISED:**Receives general supervision from the assigned managerial personnel. May provide technical and functional direction and training to student workers.

**CLASS CHARACTERISTICS:**This is a project/program specialist classification responsible for assisting in planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Employees at this level are required to be 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 College activities and extensive student, faculty, and staff contact. This class is distinguished from the Coordinator, Project/Program in that the latter has a higher level of program responsibilities and requires extensive experience in coordinative responsibilities of assigned program.

### **Essential Duties/Major Responsibilities:**

1. Assists in planning, coordinating, and implementing assigned program, project, services, activities, events, workshops, and outreach and recruitment activities; establishes schedules and methods for

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- providing program, project, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, and guidance to assigned student workers; 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 program and/or project to which assigned.
  4. Assists in coordinating assigned program and/or project, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.
  5. Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
  6. Assists in marketing program, project, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials; prepares and revises handouts regarding operation protocol for project or program.
  7. Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned program and/or project.
  8. Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.
  9. 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 College; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
  10. 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.
  11. Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
  12. Prepares requisitions to purchase items, maintains inventory of supplies, equipment, and materials as needed; gathers information for advisement purchases for faculty and staff with regards to proposed equipment purchases/maintenance and program effectiveness.
  13. Represents the program at meetings both on and off campus; may be assigned to act as a liaison to outside agencies.
  14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
  15. Provides quality customer service when interacting with the public, vendors, students, and College

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staff, including individuals from minoritized groups.

16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.

18. Prepares and delivers oral presentations related to assigned areas as required.

19. Performs other related or lower classification duties as assigned.

### **Other Duties:**

### **Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
3. Procedures for planning, implementing, and maintaining assigned program and/or project.
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 College policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Record keeping principles and procedures.
10. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Inspect the work of others and maintain established quality control standards.
5. Train others in proper and safe work procedures.

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6. Identify and implement effective course of action to complete assigned work.
7. Oversees assigned program and/or project operations, services, and activities.
8. Participate in the development of goals, objectives, policies, procedures, and work standards for assigned program and/or project.
9. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
10. Make accurate mathematical and statistical computations.
11. Prepare clear and concise reports, correspondence, procedures, and other written materials.
12. Interpret, apply, and explain applicable College policies, rules, and regulations related to areas of responsibility.
13. Establish and maintain a variety of filing, record keeping, and tracking systems.
14. Organize own work, set priorities, and meet critical time deadlines.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Minimum Qualifications/Education & Experience:**

1. Equivalent to an Associates degree from a regionally accredited college; and
2. One (1) full time equivalent year of responsible program or project coordination experience.

### **Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

### **Preferred Qualifications:**

### **License(s) & Other Requirements:**

### **Examination Requirements:**

### **Working Environment:**



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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 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 College 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 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:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).



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The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

### Typing Certificate Requirements:

### Special Notes:

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

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

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

### 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. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

### Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

### Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education,



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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 [Mt. SAC Employment Website](#) to complete and submit your application for this position.

### **EEO Policy:**

### **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:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11395>

### **Contact Information**

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



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### Contact

N/A

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