

Program Analyst, Outreach
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241766>

Downloaded On: Jul. 23, 2024 3:32am

Posted Jul. 19, 2024, set to expire Aug. 14, 2024

Job Title	Program Analyst, Outreach
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jul. 19, 2024
Application Deadline	08/14/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description	

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Program Analyst, Outreach

Closing Date: 8/14/2024

Definition:

West Valley College is seeking a talented, equity-minded individual to fill the position of Student Outreach Program Analyst.

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West Valley College is located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive atmosphere.

The purpose of this position is to perform specialized professional duties related to the activities and operations of an assigned program; to oversee the provision of program services to students and potential students; and to provide complex analytical support to an assigned supervisor.

Under the direction of the Program Director, the Student Outreach Program Analyst will coordinate the outreach to high school and re-entry students as assigned; work with appropriate organizations (e.g. schools, businesses and community agencies) to establish an effective network that facilitates entry of prospective students into the College; consult with College departments and programs to establish outreach and in-reach strategies and initiatives; initiate and coordinate activities and events on and off campus to promote a college-going culture, successful enrollments, and participation in appropriate educational programs and services.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of October 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$7,968.50-\$8,715.17 monthly (WVMCEA Salary Schedule, Range 67, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.

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- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Equivalent to possession of a Bachelors degree from an accredited college or university with major course work in business administration, public administration, social science, or a field related to specific area of assignment; AND
3. Two years of responsible technical or professional experience in a student service-oriented program at a college or university.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Plan, organize, coordinate, and supervise day-to-day program operations and activities.
- Assist with development and implementation of program policies and procedures; develop work processes that facilitate attainment of established program goals and objectives.
- Compile and analyze data related to program participation and evaluation; oversee maintenance of effective student databases; prepare a variety of reports.
- Develop and deliver presentations, orientations, workshops, and other activities in support of the program; coordinate and conduct outreach and marketing activities.
- Assist and advise students and potential students in program related procedures; explain program regulations and policies.
- Coordinate assessments and placements of students into appropriate course levels; direct and facilitate curriculum revisions to ensure effective instruction.
- Communicate and liaison with faculty, staff, representatives of federal and state agencies, and

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- other educational institutions to coordinate assigned programs and activities.
- Serve on advisory committees; negotiate and recommend appropriate determination of student eligibility related to compliance and regulation; research and maintain understanding of revisions or additions to pertinent regulations and legislation affecting program participants.
 - Assist with the preparation and administration of annual program budgets; make recommendations regarding staffing, equipment and supplies; monitor budgets within program guidelines.
 - Function as project manager for special projects as needed.
 - May administer grants, including tracking expenses and complying with reporting requirements.
 - Monitor student enrollment and academic progress to determine continued program eligibility.
 - Recruit, hire, train, evaluate, and direct the work of assigned program instructors, staff and student workers.
 - Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
 - Foster an environment that embraces diversity, integrity, trust, and respect.
 - Be an integral team player, which involves flexibility, cooperation, and communication.
 - Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.



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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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