

Workforce Program Specialist - Program Specialist 2 Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=254679>

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Posted Mar. 21, 2025, set to expire Apr. 4, 2025

Job Title	Workforce Program Specialist - Program Specialist 2
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Mar. 21, 2025
Application Deadline	04/04/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Administrative Support/Services
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Workforce Program Specialist - Program Specialist 2

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Student Success/Career Ser

Salary Range: \$3,643 - \$4,865

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Starting salary for this position is: \$3,643 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 04/04/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Workforce Program Specialist - Program Specialist 2

JOB SUMMARY

Under the general supervision of the Workforce Transitions Manager, the Workforce Transitions Specialist helps eligible students find funding for college. This position provides information and referrals to students, processes applications, determines eligibility, issues awards, and performs other Workforce related tasks.

The Workforce Transitions Specialist coordinates specialized aspects of the administration of several Workforce Transitions programs: Worker Retraining (WRT), WorkFirst (WF), Basic Food & Employment Training (BFET), Opportunity Grant (OG), Student Emergency Assistant Grant (SEAG), and Supporting Students Experiencing Homelessness Grant (SSEH).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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- Coordinate and monitor Workforce programs. Determine file completion, verify applicant data, determine eligibility for student financial aid programs, award aid, and reconcile accounts. *
- Provide consumer information regarding financial aid programs, entry services, workshops, support services, etc., to students, staff, and external agencies. May travel throughout the region to provide information. *
- Develop internal quality assurance procedures, training materials, documents, forms, and guidelines as needed for the programs. Provide training to students and cross-train staff as needed. *
- Determine the needs of students and the priority of their needs and schedule accordingly. Interpret federal, state, and institutional regulations related to the assigned programs. *
- Determine quarterly and annual academic progress status for financial aid and tuition assistance recipients. *
- Utilize a student management system to input and maintain student records and create, track, and reconcile various reports needed to ensure timely awarding of grant funds, balance budgets, and ensure compliance with program reporting requirements. *
- Analyze program operations and performance. Ensure compliance with program policies, procedures, practices, rules and regulations. Provide assistance, counseling, and direction to students as needed. *
- Attend meetings or conferences as the program representative. Develop and make public presentations on program-related topics. *
- Maintain electronic documents and files for the Workforce Transitions office. Maintain the confidentiality of student files and records per FERPA guidelines. *
- May assist in the preparation of grants.
- May supervise work-study student employees as needed.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures, and directives, state and federal regulations, orders and statutes, and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns

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- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution. OR an equivalent mix of education and experience that demonstrates the candidate meets all required competencies for this position.
- Strong written, verbal, and interpersonal communication skills.
- Experience interpreting policies and procedures based on government regulations.
- Excellent student-centered customer service.
- Outstanding organizational and attention to detail skills.
- Experience working with student/client records.
- Intermediate to advanced skills with Microsoft Office products.

DESIRED QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution.
- Two or more years of related experience.
- Experience with a student management system, e.g., PeopleSoft, Banner.
- Familiarity with funding programs such as Worker Retraining, WorkFirst, BFET, or Opportunity Grant.
- Knowledge of Spokane Colleges' vocational education programs.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment with frequent interruptions and background noise.
- Work is sedentary in nature.

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- Frequent use of computers, visual focus and strain, and repetitive hand/wrist/finger motions and manipulation.
- Work directly with students/clients.
- Must answer questions on demand by phone, in person, or electronically.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Criminal background check is required.
- Ability to travel locally.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.



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For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/workforce-program-specialist-program-specialist-2-spokane-washington-united-states>

Contact Information

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

Contact

Staff

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