

Dream Resource Coordinator  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=237064>

Downloaded On: Jun. 30, 2024 9:16am

Posted Jun. 4, 2024, set to expire Oct. 1, 2024

<b>Job Title</b>	Dream Resource Coordinator
<b>Department</b>	Student Affairs
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Jun. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Student Affairs Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5302032">https://apptrkr.com/5302032</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Dream Resource Coordinator

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**Recruitment Start Date:** 05/10/2024

**Open Until Filled:** Yes

**First Consideration Date:** 06/25/2024

**Salary Range:** N/A

**Pay Rate:**



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\$35.00/hour

**FLSA Status:** Non-Exempt

### **Benefits**

### **BENEFITS**

This position is not eligible to receive the comprehensive program of fringe benefits (medical, dental, vision, and life), holiday pay, or vacation pay.

At the beginning of each academic year, all professional expert, short-term, substitute, and student employees with an assignment which will exceed 30 days will be provided with five days (40 hours) of paid sick leave. This paid sick leave is available to be used for an illness of the professional expert, short-term, substitute, and student employee or his/her family member and/or for leave due to domestic violence, sexual assault or stalking. A professional expert, short-term, substitute, and student employee shall be entitled to use such sick leave as of the 90th day of employment. The five days (40 hours) of paid sick leave do not accumulate.

### **General Description/Summary**

### **POSITION SUMMARY**

The Dream Resource Center Coordinator (UndocuLiaison) performs a full range of administrative, programmatic, and technical duties in support of the Dream Resource Center. The Coordinator serves as the primary point of contact for undocumented students, manages the Dream Resource Center (DRC), and assists students by streamlining access to all available resources and opportunities. This position is responsible for coordinating events, meeting with students, and connecting students with resources related to financial aid, social services, state-funded immigration legal services, internships, externships, and academic support services.

### **Minimum Qualifications/Education and Experience**

### **MINIMUM QUALIFICATIONS**

See Education and Experience Below.

### **EDUCATION AND EXPERIENCE**

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An associate degree, or the completion of at least sixty (60) college-level semester units; or, in the absence of an associate degree, or completion of at least sixty (60) college-level semester units, two years of experience working in a student services-oriented role at a community college or other college/university.

### Preferred Qualifications

#### PREFERRED QUALIFICATIONS

- Bachelor's degree preferred
- A minimum of one year working with students in a college environment
- Experience with customer service and/or social service organizations
- Knowledge and experience with resources and services that support undocumented students, families, and communities.

### Licenses and Certificates

#### LICENSES and CERTIFICATES

- A valid driver's license

### Essential Duties and Responsibilities

#### ESSENTIAL DUTIES and RESPONSIBILITIES

- Performs a full range of technical, program support, case management, and clerical duties;
- Coordinates with other departments and program areas and ensures compliance with DRC requirements;
- Researches, implements, and administers policies, procedures, and changing business practices and processes for assigned area;
- Establishes local and regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies pertaining to undocumented student needs;
- Serves as a District representative on various committees and other undocumented student related projects associated with the program;
- Refers students to applicable community, business, and governmental agencies as well as

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- appropriate student and academic support services;
- Develops promotional and informational materials for distribution on and off campus
  - Understands and ensures compliance with state and federal regulations;
  - Identifies and resolves operational/administrative problem areas and issues;
  - Plans, organizes, schedules, and conducts orientations, workshops, seminars, class presentations, meetings, and other activities related to the DRC program area;
  - Arranges and confirms speakers; reserves facilities and makes other necessary arrangements for events and activities;
  - Monitors the program budget; makes recommendations regarding allocation of resources and expenditure of funds;
  - Collects, compiles, tabulates, and records narrative, statistical, and financial data and other information and prepares appropriate forms, schedules, and reports;
  - Summarizes, inputs, and reviews data to prepare special and periodic reports including fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external agency requirements;
  - Establishes and maintains records including confidential student records;
  - Maintains and generates reports from a database or network system;
  - Attends professional meetings, workshops, and stays abreast of new trends and maintains a working knowledge of information related to area of assignment;
  - Coordinates and oversees the daily operations and activities of the DRC program;
  - Prepares a variety of clear and concise administrative and financial records; Implements and maintains organized and accurate digital file and record keeping systems;
  - Manage various budgets, expenditures, and processes and awards various grants;
  - Meets with students to provide individualized guidance/assistance with financial aid, AB 540/SB 68, on-campus support and navigating college, referrals to community resources and state-funded immigration legal services;
  - Oversees the planning, promotion, and execution of the college's annual Undocumented Student Action Week activities;
  - Facilitate UndocuAlly trainings each semester for the campus community;
  - Develops, schedules and facilitates workshops/presentations relating to undocumented students' needs, including but not limited to scholarship opportunities, California Dream Act assistance, and immigration updates;
  - Regularly attends and actively participates in the Foundation for California Community Colleges regional UndocuLiaison meetings;
  - Serves as co-chair of the college's Undocumented Student Workgroup;
  - Responsible for the DRC's day-to-day operations, tracking the number of students served, website maintenance, outreach efforts, and drafting well-written communications to the campus

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- community and/or external partners and organizations;
- Assists students with the California Dream Act Service Incentive Grant Program application process and service organization placement;
- Coordinates DRC student volunteer assignments and verifies completion of service hours performed;
- Assists the Student Life and Leadership Development Office and the Division of Student Affairs with other duties as assigned.

### **Knowledge, Skills and Abilities**

#### **KNOWLEDGE, SKILLS, and ABILITIES**

##### **Knowledge and Skills**

- Requires problem-solving skills that emphasize collaboration, consensus building, and conflict resolution;
- Ability to enter and extract data to prepare reports;
- Requires experience managing a budget;
- Requires experience managing grants;
- Requires sufficient human relations skills to use proper telephone etiquette, explain procedures to others, resolve conflicts, and portray a positive image of the District;
- Requires knowledge of AB 540/SB 68, AB 130 & 131 (California Dream Act), and Deferred Action for Childhood Arrivals (DACA).

##### **Abilities**

- Ability to independently perform all duties with efficiency and effectiveness;
- Ability to analyze student performance and develop unique plans of action;
- Ability to impart technical and detailed information through presentations;
- Ability to perform data entry and database management duties or other general record keeping and file maintenance duties;
- Ability to communicate both formally and informally with a wide range of contacts

##### **Physical Abilities**

- Performs work of a sedentary nature;

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- Requires sufficient ambulatory ability to move to various work locations;
- Requires manual hand-eye-arm coordination to use a personal computer;
- Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type presentations;
- Requires near visual acuity to read printed materials.

**Working Condition:** N/A

**Department:** Student Affairs

**Job Category:** Classified

**Assignment:** Full-Time

**Percentage of Time:** N/A

**Months per Year:** 12 months

**Work Days per Week:** Monday through Friday

**Work Schedule per Day:** 9 a.m. - 6 p.m.

**Work Shift:** Days, Evenings, Weekends

**Bargaining Unit:** Unrepresented

### Citrus College Diversity Statement

#### **CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### About Transcripts

#### **ABOUT TRANSCRIPTS**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.

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- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### Selection Process

#### SELECTION PROCESS

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

**Quick Link:** <https://employment.citruscollege.edu/postings/958>

### Contact Information

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



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**Contact**

Student Affairs

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