

Program Coordinator, Categorical  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239146>

Downloaded On: Jul. 16, 2024 9:25am

Posted Jul. 9, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Program Coordinator, Categorical
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jul. 9, 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 - Other
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Program-Coordinator--Categorical_REQ11870">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Program-Coordinator--Categorical_REQ11870</a>

**Apply By Email**

**Job Description**

**Title:**

Program Coordinator, Categorical

**Job Category:**

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CSEA

***Job Opening Date:***

July 08, 2024

***Job Closing Date:***

July 31, 2024

***Location:***

Saddleback College

***Work Location:***

Mission Viejo, CA

***Department:***

Emeritus Institute

***Pay Grade, for more information click on this link:***

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>



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***Pay Rate Type:***

Monthly

***Work Days:***

Monday - Thursday

***Work Hours:***

8:00am - 1:00pm

***Hours Per Week:***

20

***Percentage of Employment:***

50%

***Months of Employment:***

12

***Salary:***

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Starting at \$3,368 per month

***Required Documents:***

Cover Letter and Resume

***Job Description:***

**C.S.E.A. Classified Bargaining Unit Salary Range 134**

**Application materials must be received by 11:59 pm 07/31/2024**

**Required Documents: Cover Letter and Resume**

**Applications missing the required documents will not be considered.**

**Please Note: Employment in this position is contingent upon funding by Saddleback College Foundation**

Step into the dynamic world of the Saddleback College Emeritus Institute, California's leading older adult education program. Our mission is to promote lifelong learning by providing academically rigorous, mentally stimulating, socially engaging, and health improving courses for older adults in south Orange County and online. Be a driving force behind growing the Emeritus Institute's new student enrollment, creating student retention tactics, and building initiatives to increase student attendance by enhancing the program's brand, reputation, and reach. In this position, you'll get to use your expertise in community building with outside organizations to expand the program's impact. Exceptional

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customer service lies at the heart of the Emeritus Institute. We're not just educators; we're dedicated to providing an unparalleled experience for every lifelong learner. With a rich legacy of serving thousands of students annually, our program's team is committed to inspiring and shaping the future of older adult education. Engage with expert faculty and join a committed team which embodies equity-driven decision making and dedication to the Emeritus Institute's mission. Together, we're reshaping perceptions of aging while championing investment into lifelong learning for older adults in our community.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Under general direction of assigned supervisor of record, serve as the coordinator for assigned program or project area providing professional level program or project area support and services; develop and provide a full range of program or project area functions or services including difficult administrative and management support duties in support of the assigned project, program, or functional area; provide direction for assigned programs, projects, or functional area; serve as a liaison between the program area and the general public, students, staff, and other campus and community officials and groups; develop and maintain relationships with other organizations and schools in the program, project, or functional area; and plan, coordinate, and implement assigned operations and activities of the assigned office.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from similar classifications in that the position assigned to this class is categorically funded, not financed by District funds. The Program Coordinator in an advanced journey-level professional classification that performs a full range of professional level support and program coordination duties in support of assigned program or project area including to develop, implement, and administer assigned services and functional areas, participate in budget development and monitoring, and project area policy and procedure development and implementation. Positions at this level coordinate communication and work activities among District staff and community and business

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groups and partners. Assignments performed at this level require a broad knowledge of assigned program/grant or project area and an in-depth professional level knowledge relative to specific areas.

## **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Coordinate and oversee the development and implementation of assigned aspects of the assigned project, program, or program area; ensure compliance with all aspects of program requirements including grant requirements.

Plan, design, and implement program or project elements that support service delivery; participate in processes to define scope and schedule of services and activities; oversee and participate in implementation processes.

Assume responsibility for providing coordination of resources for projects or programs; determine program short and long-term needs and develop recommendations; design processes and procedures to implement, maintain, and/or manage functional area resources.

Oversee and participate in the development and implementation of goals, objectives, policies, and priorities for the grant funded area; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; develop and maintain handbooks, forms, and related policies and procedures.

Resolve operational and administration problems; identify problem areas and issues; conduct research

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to find alternative solutions; make recommendations; oversee and assist in implementation of recommendations.

Perform a variety of professional level research, administrative, operational, financial, and analytical duties in support of assigned grant/programs and projects; conduct studies, research projects, and analysis.

Prepare administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consult with District staff and outside agencies to obtain information.

Coordinate the budget process for assigned area; provide assistance in the development of assigned budget; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems; monitor status.

Research, negotiate, and monitor assigned contracts and agreements with outside suppliers, service providers, and others; ensure work is performed in compliance with contracts and agreements; process invoices and payments.

Create and maintain publications promoting the assigned project, program, or program area; develop publications and materials to advertise and provide program information including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed.

Coordinate assigned activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, business partners, and the general public; coordinate with, interact with, share knowledge, and develop collaborative relationships.

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Collaborate in the design and implementation of a network of community based organizations and schools that will oversee and provide services and experiences for program participants; assist in the development of cooperative agreements with other agencies and organizations involved with providing program services.

Coordinate meetings related to assigned program; represent area of assignment, participate on, and provide staff support to a variety of committees, task forces, and boards; develop agendas and write speaking points; participate in speaking engagements; prepare and present presentation materials, staff reports, and other documents as appropriate and necessary; respond to and resolve inquiries and complaints.

Serve as contact and respond to requests for information from staff, other agencies, and the general public regarding project or program area of assignment; participate in community outreach and education activities; prepare presentations and related material.

Maintain records concerning grant/program activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.

Assist with overseeing website and distance education system for assigned program area; update information as necessary.

Manage data and information used in assigned area including to administer assigned databases; enter and modify data; generate reports; analyze user needs and modify database structure and/or format in response to user needs; train staff on use of database systems; prepare database documentation.



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Provide training and work direction to student workers and assigned staff; schedule assigned staff; ensure staff follows District policies and professional standards.

Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned project or program area.

Goals and objectives of the assigned project or program area.

Principles and practices of program development, administration, and review.

Principles, practices, and procedures of business administration and public administration.

Technical knowledge of business/industry principles and practices for the area of responsibility.

Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.

Principles and techniques used in public relations.

Project and contract management principles and practices.

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Information and research resources available related to areas of assignment.

Work organization and office management principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

South Orange County Community College District

District organization, operations, policies, and objectives.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent

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laws, regulations, and ordinances.

Coordinate and participate in the management of assigned project, program, or program area functions and services.

Plan, organize, and administer assigned program activities.

Establish and maintain community relationships.

Understand the nature of partnerships and identify mutual interests.

Assess community needs to develop appropriate service partnerships for assigned programs.

Use technical concepts and project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.

Develop recommendations for problematic areas and implement and monitor changes.

Participate in the development and administration of policies and procedures.

Participate in the preparation and administration of assigned budgets.

Coordinate projects with multiple tasks and re-prioritize as needed.

Perform a full range of complex and responsible program support as well as difficult administrative duties involving the use of independent judgment and personal initiative.

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Establish, review, and revise office work priorities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

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Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Provide specialized information and assistance to students, staff, and the general public.

Research, compile, assemble, analyze, and interpret data from diverse sources.

Prepare a variety of clear and concise administrative and financial reports.

Independently compose and prepare correspondence and memoranda.

Maintain complex and varied files and records.

Select, train, evaluate and provide work direction to assigned staff and student workers.

Plan, organize, coordinate, prioritize, perform, and delegate work.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and

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abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in a public administration, business administration, or related field.

Experience:

Three years increasingly responsible professional experience related to program area of assignment.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting, typically at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others.



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Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until



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after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**DISABILITY ACCOMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrintodesk@socccd.edu](mailto:hrintodesk@socccd.edu).

**ATTENDANCE REQUIREMENT:**

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**CAMPUS CRIME AND SAFETY AWARENESS:**

Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources office upon request.

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):**



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The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

### **SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **Contact Information**

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

#### **Contact**