

TEMPORARY Senior Program Specialist - Student
Services

State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249522>

Downloaded On: Dec. 26, 2024 6:48pm

Posted Nov. 25, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Senior Program Specialist - Student Services
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Nov. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Other Administrative Categories
Academic Field(s)	Administration - Other Administration - Student Affairs
Apply Online Here	https://apptrkr.com/5826685

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Job Description

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TEMPORARY Senior Program Specialist - Student Services

Salary: \$36.74 - \$45.18 Hourly

Location: Fresno City College, CA

Job Type: Temporary

Division: FCC Student Services

Job Number:

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Closing:

General Purpose

Under general supervision, performs routine to complex student and administrative support of a program in an assigned department or a categorically funded project; determines program eligibility for new and existing students; advises and delivers program elements to current students in assigned program and to potential at-risk student populations including secondary students; encourages student engagement in student life and activities; provides advanced program/grant management support including preparing and analyzing statistical data and program metrics; assists the program director to ensure program compliance with federal, state and District policies, rules and regulations; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides input in selecting, training and providing day-to-day lead work guidance and direction to other program staff, tutors and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, program, legal and regulatory requirements.
2. Provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
3. Oversees and participates in the day-to-day operation and service delivery of a student services program or department; assists current and potential students with understanding and completing matriculation requirements, applications, forms and meeting program requirements; organizes and implements orientation activities, workshops, conferences, cultural experiences and academic support/tutoring programs to encourage engagement in student life/activities.
4. Provides academic advising services including career and educational advising of individuals and groups and orientation and transfer advising services; assists students in selection of a major and facilitates career exploration and transfer program activities related to their educational goals and career pathways; advises students on certificate, vocational, associate degree and transfer

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programs and courses of study.

5. Screens student needs for Counselors and schedules student counseling appointments or provides referrals to other campus and community programs; coordinates student access to multiple forms of student services and support including providing accommodations for disabled students and access to educational and financial aid and assisting with maintenance of minimum program requirements and documentation; assists students with access to food, financial, mental health, legal and housing resources.
6. Determines student initial and ongoing eligibility for programs or services; tracks student progress and adherence to program guidelines; initiates and maintains permanent student records and associated coding; verifies documentation from third-party providers; updates student status and releases holds following established District policies and procedures.
7. Acts as a liaison to local elementary, middle and high schools, adult education programs, community groups and school districts to identify, target and recruit potential program participants; plans, schedules and facilitates program activities to assist students with matriculation activities; provides information to students on college course offerings and prerequisites, majors and transfers and coordinates with Counselors to create education plans.
8. Organizes and implements student leadership opportunities through student clubs, service learning, summer work study programs, student government and leadership opportunities within the program; provides training on public speaking, conducting meetings and mentoring others as well as information on the importance of other soft skills; oversees administration of student-related budgets and funds; ensures efficacy of student government elections and operations; oversees and participates in the recruitment, selection and training of student club leadership; ensures student clubs meet minimum requirements.
9. Oversees and participates in program tracking and data input and ensures District, state and federal guidelines are met; develops, maintains and audits spreadsheets, databases and reports; utilizes third-party portals and databases to research and track student information; coordinates with other college departments regarding financial aid, tracking student work hours, payments and reimbursements.
10. Conducts studies and complex data analyses to evaluate the effectiveness of current programs; makes recommendations on program enhancements/service areas and may assist in assessing student area outcomes in applicable programs.
11. Coordinates logistics of major programs and events, including liaising with event participants and securing vendors and sponsors; works with other campus departments and facilities; schedules locations, orders food, materials and supplies; troubleshoots onsite, proactively resolving issues.
12. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

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OTHER DUTIES

1. May participate in program and grant administration functions including grant writing, collecting program data, budget monitoring and generating performance and annual progress reports.
2. Oversees program marketing including preparation and production of promotional materials, invitations and publications; updates and maintains the department or program website and social media accounts.
3. May serve as an advisor to student government.
4. Represents the District and participates in state and national program training and development and professional group meetings; stays abreast of new trends and innovations in the program and grant area.
5. Maintains and purchases inventory and supplies.
6. May collaborate with athletics to implement Intramural program, coordinate mascot appearances, and coordinate game management logistics including securing entertainment.
7. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Student services program goals, objectives, policies, procedures and practices applicable to area of assignment.
2. District assessment, matriculation and course prerequisite policies as applicable to areas of responsibility.
3. Principles, methods and practices applicable to the design and implementation of public relations, outreach and marketing programs.
4. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
5. College and District organization, rules, policies and procedures applicable to departmental and division operations.
6. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting.

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8. Basic grants administration, methods and practices.
9. Research methods and analysis techniques.
10. Applicable sections of the California Education Code, Title V and other applicable laws and grant/categorical funding requirements.
11. The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.
12. Safety policies and work practices applicable to the work being performed.
13. Basic principles and practices of employee work guidance and direction.
14. Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
15. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Assist in planning and in assigning, scheduling, and reviewing the work of assigned staff.
2. Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
3. Coordinate and implement resources, services and outreach activities to recruit, retain and assist students, particularly at-risk students.
4. Screen for and schedule counseling appointments.
5. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
6. Set priorities and exercise sound judgment within areas of responsibility.
7. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
8. Track and report statistical information utilizing complex spreadsheets and databases.
9. Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
10. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
11. Communicate effectively, orally and in writing.
12. Maintain confidentiality of District and student files and records.
13. Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
14. Operate a computer and use standard business software.
15. Represent the District effectively one on one and in a variety of group settings.

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16. Exercise tact and diplomacy in dealing with concerned people and sensitive, complex and confidential student issues and situations.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in education, psychology, communications, public relations, business administration or another relevant field, and one year of closely related work experience in assigned student support services area; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and stand for long periods at a time; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT



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The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact, interruption and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4740392/temporary-senior-program-specialist-student-services>

Contact Information

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

Contact

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State Center Community College District

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