

Program Specialist, VTA Apprenticeship Coordinator
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250120>

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Posted Dec. 9, 2024, set to expire Jan. 1, 2025

Job Title	Program Specialist, VTA Apprenticeship Coordinator
Department	
Institution	West Valley-Mission Community College District Santa Clara, California
Date Posted	Dec. 9, 2024
Application Deadline	01/01/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Program Specialist, VTA Apprenticeship Coordinator

Closing Date: 1/1/2025

Definition:

Mission College is seeking a talented, equity-minded individual to fill the position of Program Specialist - VTA Apprenticeship Coordinator.

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-paced and innovative environment. Recognized as both a Hispanic Serving Institution and Asian



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American Native America Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

Under the direction of the Dean of Workforce Innovation, the Program Specialist will perform specialized duties related to the creation of apprenticeship programs including planning employee orientation, enrollment, working with faculty and mentors for rosters and grades. The Program Specialist will be responsible for working with the Administrative Specialist in building the schedule for the new cohort, communicating the schedule to the employers and other partnership organization, attending meetings with partners, assisting the dean in planning, coordinating all graduation and celebratory events, assisting with budgeting, reporting, tracking of expenses, and ordering supplies and materials. This will include communicating via phone, email, and other means with faculty, staff and partner managers and employees. Various other tasks include scheduling meetings, appointments, rooms, research, and following through with other college departments for the correct filing of reports with the state.

This position will also focus on business development activities including assisting the dean in outreach to government agencies, non-profits, and other interested parties. There will be opportunities to develop strategies to enhance employer engagement.

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 March 2025. 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: Mission College, Santa Clara, CA

Salary and Benefits:



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Anticipated Hiring Range:

- \$7,462.33-\$8,149.00 monthly (WVMCEA Salary Schedule, Range 64, 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.
- 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:

Experience:

- Two years of responsible experience related to specific program area

Education:

- Equivalent to an Associates degree from an accredited college with major coursework in a field

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related to area of assignment.

License and Certificate:

- May need to possess an appropriate, valid California drivers license as required by the position.

AND

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.

Desired Qualification:

Knowledge and Abilities:

Knowledge of:

- Principles, practices, and techniques of budgeting and bookkeeping.
- Methods, procedures and equipment used in office management, including computers and applicable software.
- Methods and techniques of recordkeeping, data entry, and file maintenance.
- Correct English usage, spelling, grammar, and vocabulary.
- Pertinent federal, state, and district laws, codes and regulations pertaining to assigned program.
- College and district policies and procedures.
- Contracts, curriculum, and other information and documents related to program.
- Basic research methods and techniques.
- Principles and practices of office management.
- Methods and techniques of statistical and data reporting.
- Basic principles and methods of training and interviewing.

Ability to:

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- Recruit, train, and direct the work of student assistants and tutors in the assigned program.
- Interpret, apply, and explain pertinent regulations, policies, and procedures.
- Provide advice and information regarding program processes, regulations, and services.
- Monitor program budgets. Plan, organize, coordinate, and implement program activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time.
- Intermittently twist to reach office equipment; perform simple grasping and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Make oral presentations to individuals or groups.
- Learn and explain application procedures and eligibility requirements of assigned program.
- Serve as an advocate for program participants.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Examples of Duties and Responsibilities:

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

- Plan, coordinate and schedule program-related services, activities, events, and meetings.
- Plan, prepare, edit and proofread a variety of materials such as contracts, course outlines, correspondence, requisitions, student records, timesheets, statistical and annual reports, and program guidelines, policies, and procedures.
- Provide information and assistance to students, district faculty and staff, and community members and/or outside groups regarding program operations, activities, and eligibility.
- Serve as initial point of contact for program participants; provide support and advice to students regarding program processes and regulations, and make referrals to appropriate campus and

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community resources as necessary; assist with problem solving and selecting appropriate solutions.

- Communicate with instructors, vendors, and suppliers regarding program facilities, supplies and equipment; maintain supply inventory; monitor and report needed equipment repairs.
- Create program marketing materials; participate in recruitment and outreach events.
- Recruit, select, train, evaluate, and direct the work of student workers and/or contract employees; may review proposals and negotiate terms with contract employees.
- Monitor and analyze data and prepare various financial and narrative reports; may monitor program budget.
- Evaluate the completeness of student applications for assigned programs; coordinate program intake processes; assure compliance with program-related regulations; communicate with students regarding missing documents.
- Maintain program facilities in a clean and orderly condition; may coordinate custodial and maintenance functions with district staff; may adjust and perform maintenance or minor repairs to equipment as needed.
- Make recommendations, place orders, and maintain records for the purchase of office equipment and supplies; prepare and process a variety of contracts, purchasing requests, and invoices; receive and store supplies.
- Communicate and coordinate with district and department managers, faculty, and staff to provide information on program services; may assist with development of program policies and procedures.
- Organize and maintain extensive and confidential databases, records, and student files for assigned program.
- Interpret, articulate, and disseminate information on applicable laws and regulations to students and administrators. May function as office manager.
- May participate in and/or serve on various program-related district and outside committees, as assigned.
- 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.

Working Conditions:

Other Duties:

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Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S.

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- evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
 - Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment
14000 Fruitvale Ave, Saratoga, CA 95070
Phone: (408) 741-2174 Fax: (408) 741-2564
Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.



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EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-237FT

Open Date: 11/17/2024

Close Date: 01/01/2025

Open Until Filled: No

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

wvm.peopleadmin.com

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

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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