

Project Specialist (SC - School of Health & Wellness)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256948>

Downloaded On: Jul. 14, 2025 7:30am

Posted May 13, 2025, set to expire Jan. 28, 2026

Job Title Project Specialist (SC - School of Health & Wellness)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted May 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4939022/project-specialist-sc-school-of-health-wellness>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific

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Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

The position is to support SWF Regional grant 2024-2026. K-16 Health and Wellness program pathway collaboration and alignment.

To meet the objectives of the SWF Regional Grant 2024-2026. This is a short term project, part-time and only to meet the objectives of the grant which has 14 months left. Project and position is scheduled to end 06/30/2026.

SUMMARY DESCRIPTION

Under the appropriate level manager or administrator, or their designee, performs a variety of professional level program support related activities while playing a key role in the day to day operations of the assigned area; provides directions for the assigned program; serves as a liaison between the health and wellness program areas, community colleges, industry, and the general public, students, staff, and other campus and community officials and groups; develops and maintain relationships with other organizations and schools in the program area; and plans, coordinates, and implements assigned operations and activities of the assigned areas.

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Assignments performed at this level require a broad knowledge of the assigned program area and an in-depth knowledge relative to specific areas of the program.

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.

Participates in the development and support of health and wellness programs, as well as other program participants, under the guidance of the Dean. Conduct analyses for program participants; tracks data and progress in appropriate electronic systems. Develops and maintains an electronic calendar for program participants to sign-up for program services; develops and maintains electronic system to track program participants' progress for ongoing support. Provides program information and guidance to program participants; refers more advanced questions/concerns to the appropriate staff/faculty. Participates in the development, coordination, and related activities for programs, including outreach, special speakers, events, and meetings. Performs a variety of professional level program support duties while playing a key role in the day-to-day operations of assigned programs.

Assists in the planning, design, and implementation of health sector Strong Workforce elements that support service delivery; participates in processes to define scope and schedule of services and activities; participates in implementation processes.

Assists in providing coordination of resources for projects or programs; assists in determining project short and long-term needs and develop recommendations; assists in designing processes and procedures to implement, maintain, and/or manage functional area resources.

Assists with conducting presentations and providing outreach to potential program participants.

Participates in the development and implementation of goals, objectives, policies, and priorities for the program area; researches policies, procedures, and changing business practices and processes for assigned area; participates in the development and maintenance of handbooks, forms, and related policies and procedures.

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Provides assistance in resolving operational and administration problems; identifies problem areas and issues; conducts research to find alternative solutions; makes recommendations; assists in implementation of recommendations.

Performs a variety of research, administrative, operational, financial, and analytical duties in support of assigned projects; conducts studies, research projects, and analysis. Creates and maintains publications promoting the assigned projects; develops publications and materials to advertise and provide program information including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed; updates the program website and social media accounts for regional SWF and health and wellness programs.

Participates in coordinating 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; coordinates with, interacts with, shares knowledge, and develops collaborative relationships.

Collaborates in the design and implementation of a network of community-based organizations and schools that will oversee and provides services and experiences for program participants.

Represents area of assignment, participates on, and provides staff support to, a variety of committees, task forces, and boards; develops agendas and writes speaking points; prepares and presents presentation materials, staff reports, and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.

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

Maintains records concerning grant/program activities; processes incoming and outgoing documents; prepares and tracks various documents; prepares reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.

Assists in training and providing work direction to student workers and assigned staff.

Performs related duties as required.

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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:

Basic principles and practices of program administration and review.

General principles, practices, and procedures of business administration and public administration.

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

Basic project and contract management principles and practices.

Information and research resources available related to areas of assignment.

Work organization and office management principles and practices.

Statistical procedures and mathematical concepts.

Operational characteristics, principles, theories, practices, philosophy, services, goals, objectives, and activities of the functions, programs, and operations of the assigned area.

Pertinent federal, state, and local laws, codes, policies, procedures, rules, restrictions, and regulations of the assigned area, including FERPA and the Americans with Disabilities Act; confidentiality requirements when dealing with personal and sensitive student information; legal requirements related to area of assignment.

Terminology, techniques, services, activities, equipment, and materials related to the assigned area.

College administrative services, student services, and other programs; District and College organization, operations, policies, and objectives.

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

Methods and techniques of advising students regarding program services.

Specialized equipment, hardware, software, peripherals, devices, and applications related to the program.

Current office practices, procedures, and methods related to the work, including word processing, desktop publishing, spreadsheets, and databases.

Principles and practices used to establish and maintain files and information retrieval systems; principles and practice of recordkeeping, and principles and procedures of business letter writing and report preparation.

Generating and analyzing reports from systems and databases.

Work organization principles and practices.

Effective written and oral communication skills including correct English usage, grammar, spelling, punctuation, and vocabulary.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Techniques for providing a high level of customer service including methods and techniques of proper telephone etiquette.

Interpersonal skills using tact, patience, and courtesy.

Techniques to facilitate effective interaction with people on an individual or group basis; public speaking skills.

Principles and techniques used in public relations.

Information and research resources available related to areas of assignment.

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Occupational hazards and standard safety policies and procedures.

Principles and practices of providing training and guidance to lower-level staff and student workers.

Ability to:

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, codes, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment; assure compliance with State and federal laws and District policies. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Learn, understand, and effectively operate equipment, software, hardware, devices, and peripheral systems related to the program accurately and expeditiously.

Participate in coordinating the services and activities of the assigned project, program, or program area.

Understand the nature of partnerships and identify mutual interests.

Use technical concepts and basic 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.

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

Research, compile, assemble, analyze, and interpret data from diverse sources; maintain accurate and up-to-date files and records for assigned program; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information.

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Maintain detailed records of statistics related to assigned area.

Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.

Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; effectively present information in person or on the telephone to students, staff, or the public; provide excellent customer service.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.

Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; 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; maintain critical and sensitive information, records, and reports confidentially.

Provide training and work direction to assigned lower-level, temporary, and student staff.

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

Work occasional evening/weekend shifts, as required.

Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.

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Attend and participate in trainings, meetings, workshops, and conferences; learn new state and federal laws, rules, and regulations pertaining to area of assignment; participate in the development of new/revised procedures to accommodate changes; attend and participate in diversity, equity, and inclusion trainings and events; maintain compliance with online coursework and other mandatory trainings and certifications as directed by supervisor.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and 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 nutrition, or related field.

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.

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. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

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Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

Example: For the following reporting period: September 15th through October 14th, the NBU

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employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

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. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD 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 SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as

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scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is 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 the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher

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education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE 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

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