

Project Specialist (Short-Term)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261004>

Downloaded On: Aug. 12, 2025 1:48am

Posted Aug. 11, 2025, set to expire Jan. 28, 2026

Job Title Project Specialist (Short-Term)
Department SC - College Equity, Inclusion, and Access
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 11, 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/5039194/project-specialist-short-term>

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.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific 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

Project Specialist (SC Case Manager – Basic Needs)

Short-Term

NBU

SUMMARY DESCRIPTION

Under the supervision of the department Director or Dean, and the day-to-day direction of the Program Coordinator, the Case Manager will assess, define, and promote early identification of students in need of basic needs resources. The Case Manager will assess, plan, implement, monitor, and evaluate the actions required to address barriers preventing academic, behavioral, attendance, and social-emotional success. The Case Manager will not serve in a clinical capacity

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(i.e., provide psychotherapy to students), but will perform case management duties, facilitate referral access and service utilization, and address any questions or concerns originating from student. The Case Manager will assist students who need resources to appropriate on- and off-campus programs.

DISTINGUISHING CHARACTERISTICS

The Basic Needs division at Saddleback College serves student populations that experience unique challenges accessing nuanced support. These students require specialized support navigating federal, state, county, and local eligibility criteria to access resources that are oftentimes beyond the capacity of traditional community college programs and personnel. Help-seeking behaviors amongst these student populations can be limited due to the sensitivity of their identities. The ever-changing nature of law and policy can lend itself to unclear eligibility criteria which can negatively impact these students. Thus, access to these resources and services, or lack thereof, often shape the experiences of students and impact their academic trajectory, motivation, sense of self-efficacy and hope. The Case Manager will be familiar with special student populations such as foster youth, undocumented/Dreamer, LGBTQ+, formally incarcerated, parenting student, Latinx, first generation Black or African American student populations to contribute to the overall aim of supporting the holistic well-being of students to foster their success.

Common student referrals to the Case Manager may include, but are not limited to:

- Students experiencing food/housing/clothing/hygiene insecurities.
- Students experiencing other personal and/or emotional challenges.
- Students experiencing a major life change (traumatic or otherwise) that may be affecting their academic achievement.
- Any referral submitted by faculty/staff for a student requiring non-mental health services.

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 provide case-management services that are safe, timely, effective, efficient,

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equitable, and client-centered to individual students.

Conduct non-clinical assessment and plan that includes, but is not limited to, facilitate steps, remove barriers, determine eligibility, and navigate through complicated organizational processes.

Learn about and establish connections with off-campus and on-campus resources and agencies that provide services to targeted student populations. Maintain and update a centralized repository of on-campus and off-campus resources and services.

Manage and evaluate crises by helping the student make informed decisions and act as their advocate regarding their status, housing, academic, health, well-being, and treatment options.

Facilitate multiple care-aspect (case coordination, information sharing, follow-up, monitoring).

Take the extra mile and interact with the student to keep track of their progress and to ensure satisfaction.

Maintain accurate and timely case records (forms, referrals, and follow-up).

Record and maintain data collection and assessment related to the development of case management plans, outcomes, and statistical reports.

Design and implement interventions that will help students meet academic and personal goals.

Participate in relevant community outreach and on-campus committees.

Provide in-service training to staff on related topics.

Help students achieve wellness, service utilization, and increase autonomy.

Adhere to professional standards as outlined by protocols, rules, and regulations.

QUALIFICATIONS

Knowledge of:

Excellent knowledge of case management principles.

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Effective communication skills.

Excellent time management skills, problem solving, and ability to multi-task.

Familiarity with professional and technical emerging knowledge.

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.

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

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.

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.

Microsoft 365.

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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 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

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implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

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.

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

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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.

Attend and participate in trainings, meetings, workshops, and conferences; 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

Education: The candidate will possess a minimum of a Bachelor's Degree from an accredited college or university, in an associated program, which may include health care, social work, psychology, sociology or a related field.

Experience: At least two (2) years of experience working in human services, social work, or a related field.

Preferred Qualification: Bachelor's in Social Work (BSW), Bilingual (Spanish language preferred)

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. Duties are typically performed 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. At least minimal environmental controls are in place to ensure health and comfort.

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,

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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 to 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.

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

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(assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1st of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

Example: For the following reporting period: January 1st through January 31st, the NBU employee will be paid on February 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

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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 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 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.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their

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classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (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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