

Project Specialist: (IVC - K16 Grant)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262241>

Downloaded On: Sep. 9, 2025 11:46pm

Posted Sep. 9, 2025, set to expire Jan. 28, 2026

Job Title Project Specialist: (IVC - K16 Grant)
Department IVC - School of Business Sciences
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Sep. 9, 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/5073086/project-specialist-ivc-k16-grant>

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.

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- 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 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.

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Description

SUMMARY DESCRIPTION

Under the general direction of the assigned supervisor, the Project Specialist (K-16 Grant and K-16 Pathways) will coordinate and support the implementation of the K-16 Regional Collaborative grant and related K-16 pathway initiatives. The specialist will serve as a primary liaison among campus departments, K-12 districts, universities, community partners, and industry stakeholders. Responsibilities include professional-level administrative, programmatic, and operational support, as well as coordination of project elements, communication strategies, budgeting, and stakeholder engagement. This position is categorically funded and designed to meet specific objectives of the K-16 Collaborative Grant.

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 implement assigned aspects of the K-16 Collaborative Grant and related pathways initiatives in accordance with grant guidelines and institutional goals.

Develop, monitor, and implement program objectives, timelines, and deliverables across departments and partnering institutions.

Serve as a liaison among internal departments and external K-12, higher education, and industry partners.

Facilitate the design and implementation of educational pathways in targeted fields (e.g., healthcare, education, IT, or engineering) between high school, community college, and four-year

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university systems.

Support the creation and distribution of outreach, promotional, and informational materials.

Organize and facilitate meetings, events, and workshops involving multiple stakeholders, including school administrators, faculty, students, and external organizations.

Track and report on key performance indicators and project milestones; prepare detailed reports for internal and external stakeholders.

Manage and maintain accurate records of agreements, budgets, and expenditures related to grant activities.

Develop and maintain collaborative relationships with community-based organizations and school sites.

Conduct data analysis and assist with evaluation and continuous improvement of program effectiveness.

Coordinate and update project-specific websites and digital platforms as needed.

Provide direction, support, and training to student assistants and project staff, as assigned.

Perform related duties as required to support the successful execution of the grant.

QUALIFICATIONS

Knowledge of:

Principles and practices of program planning, implementation, and evaluation.

K-16 education systems and pathways, including dual enrollment, transfer pipelines, and articulation agreements.

Federal, state, and local educational initiatives and legislation related to workforce development

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and postsecondary access.

Public administration, grant management, and interagency collaboration.

Office procedures, administrative software, and digital communication tools.

Database management, budgeting practices, and recordkeeping.

Techniques and best practices for stakeholder engagement and community partnerships.

Project and contract management.

Principles of equity-minded and inclusive education practices.

Skills and Abilities to:

Coordinate complex, multi-stakeholder projects with minimal supervision.

Develop, track, and report on program budgets, timelines, and outcomes.

Work collaboratively across departments, institutions, and community organizations.

Analyze problems, identify solutions, and implement recommendations.

Communicate effectively both verbally and in writing.

Prepare and deliver professional presentations and written reports.

Interpret and apply applicable regulations and grant guidelines.

Use judgment and discretion in dealing with sensitive and confidential issues.

Operate office equipment and software, including Microsoft Office Suite, Google Workspace, and project management tools.

Manage competing priorities while maintaining attention to detail and meeting deadlines.

Establish and maintain effective working relationships with faculty, staff, students, administrators,

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and external stakeholders.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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.

Working Environment:

Work is performed primarily in a standard office setting. The position involves frequent contact with internal and external partners, both in person and virtually. Occasional travel to off-site meetings or events may be required. Subject to frequent interruptions and deadlines.

Physical Demands:

Ability to sit or stand for extended periods of time. Occasional stooping, bending, reaching, and light lifting (up to 25 pounds). Manual dexterity to operate computer and other office equipment. Ability to communicate effectively in person and via electronic means. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

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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).

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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

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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 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

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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 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

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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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