

**Program Coordinator - DREAM Resource Center
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=263652>

Downloaded On: Oct. 9, 2025 6:06am

Posted Oct. 8, 2025, set to expire Oct. 28, 2025

Job Title Program Coordinator - DREAM Resource Center
Department Equity & Diversity
Institution Cabrillo College
Aptos, California

Date Posted Oct. 8, 2025

Application Deadline 10/28/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs

Apply Online Here <https://apptrkr.com/6630537>

Apply By Email

Job Description

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Program Coordinator - DREAM Resource Center

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-02055

Closing: 10/28/2025 11:59 PM Pacific

Location: Aptos/Watsonville, CA

Department:

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Equity & Diversity

Please apply for this job directly on the Cabrillo College job opportunities page [here](#).

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, 12-months per year** position coordinates and implements student programs, service delivery, activities and events; coordinates supportive services and access to resources for individual students; performs outreach and inreach to students targeted by program; performs complex administrative support duties including identifying and soliciting funding sources, monitoring program budget and reporting program results; performs program administrative support duties including support and maintenance for undocumented/AB540 students at the Aptos Campus and Watsonville Center as needed; and performs related duties as assigned.

This position will be in-person at either our Aptos or Watsonville campuses as needed.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range: \$5,288 to \$6,122 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4. Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System

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(CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance: This opportunity is a full-time assignment, 12 months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

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.

- Plans, coordinates and implements programs, services and activities necessary for Dream Resource Center student population to achieve academic, career and personal success; develops program plans; tracks and conducts studies and performs complex data analyses to evaluate the effectiveness of current programs; writes a variety of reports and makes recommendations on program enhancements/ service areas; assists in assessing student success outcomes.

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- Participates in developing and monitoring the program budget; researches, identifies and assists with the solicitation of grants, donations and other sources of funding; maintains and purchases inventory and supplies including office supplies, food pantry items and emergency supplies for students.
- Directly assists students in overcoming obstacles to personal and academic success through access to academic and support services; advocates for student needs with other campus programs and departments and refers students to counselors and community resources.
- Determines program eligibility for new and continuing students according to District and program guidelines; monitors continuing students for adherence to program requirements and advises students on how to access resources needed to maintain eligibility; assists students in resolving issues impacting program eligibility; maintains student case management files/system and reviews student records.
- Organizes and implements outreach and matriculation programs, orientation activities, workshops, cultural experiences and academic support/tutoring programs; may oversee a Dream Resource Center or communal space for program participants.
- Represents the District and/or program on a variety of internal and external committees; develops partnerships with community agencies, business/industry and local government; liaisons with local high schools, other colleges and academic institutions.
- Assists with the recruitment, hiring and training of student employees; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; reviews and processes payroll timesheets.

OTHER DUTIES

- Participates in communications among departments to coordinate responses to students in crisis or requiring academic intervention.
- 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.
- Coordinates logistics of major events including liaison work with other campus departments and facilities, event participants, vendors and sponsors.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

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Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- 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 **AND**
- Graduation from an accredited four-year college **WITH** a bachelor's degree and coursework applicable to the program, **AND** at least three (3) years of progressively responsible experience in student support, human services, or social services
- Bilingual and biliterate skills in English/Spanish
- An equivalent combination of training and experience

PLEASE NOTE: Additional experience as outlined above may be substituted for the education on a year-for-year basis, or additional education may be substituted for the experience on a year-for-year basis UP TO two (2) years.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Program goals, objectives, policies, procedures and practices applicable to area of assignment.
- District and community resources including governmental, community, and social service organizations and their functions.
- Common issues and challenges facing a diverse population of community college students.
- Student recordkeeping practices and procedures for processing and reporting student data.
- District payroll and general accounting system operations, practices and procedures.
- District rules, policies and procedures applicable to departmental and division operations.
- Principles, methods and practices applicable to the design and implementation of public relations, outreach and marketing programs.
- Research methods and analysis techniques.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District policies, procedures and rules regarding budgeting, purchasing and expense reporting.
- Basic grants administration methods and practices.
- Applicable sections of the California Education Code, Title V and other applicable laws.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules,

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regulations and policies governing student records.

Skills and Abilities to:

- Plan, coordinate and implement programs, services and activities to increase student engagement and academic success.
- Comprehend requests for information or assistance, identify appropriate resources and advocate effectively for students and program participants.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Accurately and effectively evaluate student applications and records for program and services eligibility.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Develop and implement appropriate program procedures and controls.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
- Reconcile and report statistical information utilizing complex spreadsheets and databases.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Maintain confidentiality of District and student files and records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all

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supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met

2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, if applicable, (copies, photos, and downloads are acceptable) **displaying any degrees conferred**. Foreign transcripts must be evaluated for U.S. equivalency at the applicant's expense -[click here](#) for more information.

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. Selected applicants will be required to pass a bilingual/biliterate test prior to being hired. In order to qualify for the bilingual and biliterate stipend, applicants will be required to pass a bilingual/biliterate test. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

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EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5073975/program-coordinator-dream-resource-center>

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Contact Information

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

Contact

Equity & Diversity
Cabrillo College

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