

**Business Services Coordinator (Part-Time, Grant-Funded)  
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=263905>

Downloaded On: Oct. 14, 2025 7:25pm

Posted Oct. 14, 2025, set to expire Oct. 30, 2025

<b>Job Title</b>	Business Services Coordinator (Part-Time, Grant-Funded)
<b>Department</b>	Educational Services
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Oct. 14, 2025
<b>Application Deadline</b>	10/30/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6641750">https://apptrkr.com/6641750</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Business Services Coordinator (Part-Time, Grant-Funded)**

**Rancho Santiago Community College District**

**Salary Range:** Grade 13: \$67,905.79 - \$86,732.20

**Job Type:**

**Job Number:**

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CL25-01266

**Location:** Santa Ana, CA

**Division:** DO Educational Services

**Closing:** 10/30/2025 5:00 PM Pacific

**POSITION DETAILS**

**About Rancho Santiago Community College District**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

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### **About the Position**

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

### **Class Summary**

Under direction, plans, budgets, implements and coordinates assigned business services and entrepreneurship programs including the assignment of projects and tasks to staff, and the direction of projects and program activities; oversees the daily operations of assigned programs and services.

### **Responsibilities**

Plans, budgets, coordinates, directs and implements a comprehensive business/entrepreneurship program, including gratis and fee-based seminars, workshops, technical training, and counseling; oversees schedule development and selection based on evaluations, surveys, financial results and current trends; directs and coordinates production, printing and distribution of marketing materials; schedules and budgets for on and off campus facilities usage; directs the registration and collection of fees; prepares materials; invites and coordinates interviews and otherwise screens program proposals leading to negotiations and agreements; maintains dialogue with presenters, counselors and the entrepreneurial community regarding program offerings, both in terms of expansion or deletion; prepares reports about marketing strategies, participation profiles, budgeting, effectiveness and public relations; assists in the evaluation of clients, students, presenters and counselors, and assists in making admission and hiring recommendations; prepares and maintains all agreements and other contracts with clients, presenters, counselors, etc.; manages budgets and accounts, and develops data

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collection instruments through the use of specialized software programs; provides feedback to presenters and counselors with regard to enrollment and student evaluations; maintains a high public relations and community relations profile that promotes the program.

**Organizational Relationships**

This class reports to an assigned manager and directly oversees the daily operation of assigned program. The incumbent is responsible for task assignment within the office and works with all presenters, counselors and other personnel, and relates to the public directly.

**QUALIFICATIONS**

**Training and Experience**

Any combination of relevant training, education and experience equivalent to a Bachelors degree or an Associate of Arts degree and two years of experience involving public contact, coordination or community relations and accounting/budget responsibilities.

**Knowledge and Abilities**

Good Knowledge of: business services program models designed to meet the needs of the entrepreneurial community; program tracking and monitoring systems; oral and written communication techniques; organizational procedures; accounting and budgeting procedures; record systems; word processing, databases and spreadsheets.

Ability to: plan and organize business training programs effectively; prepare a program budget; maintain effective liaison with administrative personnel, faculty, tenants, presenters, counselors, students and the entrepreneurial community; compile information and data for reports using sophisticated software; develop promotional materials; maintain accurate schedules and records using MS office and other software; work independently and responsibly; coordinate staff.

License: valid California Motor Vehicle Operator's license with a driving record that meets minimum standards established by the district's insurance carrier.

**Additional Qualifications**

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

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## **APPLICATION PROCESS**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

## **Application Screening**

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

## **Interview**

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Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

**Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

**Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

**EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender

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identity, gender expression, age, sexual orientation, veteran or military status, or political or organizational affiliation.

RSCCD 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 employment offer is made to you. After making a conditional offer and running a background check, if RSCCD 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.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5109606/business-services-coordinator-part-time-grant-funded>

**Contact Information**

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

**Contact**

Educational Services  
Rancho Santiago Community College District

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