

**Program Analyst, Student Engagement  
West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=263924>

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

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

<b>Job Title</b>	Program Analyst, Student Engagement
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, 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/6636559">https://apptrkr.com/6636559</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Program Analyst, Student Engagement**

**Closing Date: 10/30/2025**

**Definition:**

Applicants with experience working in a dynamic environment and who understand the value of serving a diverse student population are encouraged to apply to the Student Engagement Program Analyst position.

West Valley College is part of the West Valley-Mission Community College District. Designated as a

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Hispanic Serving Institution, West Valley College enrolls approximately 15,000 students annually and is in the heart of the Silicon Valley in a beautiful park-like setting on 143 wooded acres. The student population represents diverse communities serving the cities of Saratoga, Campbell, and Los Gatos. Detailed information about the student population, including data related to student success, can be found on the [Office of Institutional Effectiveness and Research](#) webpage.

Reporting directly to the Vice President of Strategy and Equity, the Student Engagement Program Analyst serves as a critical leader in fostering inclusive campus environments and empowering student success through comprehensive support of identity centers, student life and leadership programs, and associated students. This position requires a dynamic professional who can strategically advance diversity, equity, inclusion, and accessibility (DEIA) principles while building meaningful connections across diverse student populations. The analyst will work collaboratively with students, faculty, and staff to create transformative experiences that promote academic success, personal growth, and civic engagement.

We are seeking a proactive and visible, collaborative, data-informed, knowledgeable leader who thrives in a fast-paced and innovative environment. West Valley College is ranked number one in transfer in Silicon Valley and the Bay Area and number three in California out of 116 community colleges. The college is known for high quality academic programs and faculty, dedicated classified professionals, and an equity-minded approach to student success. West Valley College inspires students to create a future for themselves so they can contribute to a world in need of their talents, drive, and enthusiasm.

The duties and responsibilities of the Student Engagement Program Analyst may include:

### **Identity Centers Support - Program Development & Coordination**

- Oversee daily operations and strategic direction of multiple Identity Centers including PRIDE, Latinx, and African American Centers
- Design and implement comprehensive programming that addresses the unique needs of diverse student populations
- Develop annual programming calendars that include cultural celebrations, educational workshops, professional development opportunities, and community-building events
- Create and maintain resource libraries, study spaces, and safe gathering areas within each center

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**Student Advocacy & Support**

- Serve as a primary advocate for underrepresented students, addressing systemic barriers and promoting institutional change
- Provide crisis intervention and support referrals for students facing academic, personal, or financial challenges
- Facilitate support groups and discussion forums addressing topics relevant to each identity community
- Foster inclusive environments that celebrate intersectionality and multiple identities
- Organize cross-cultural events that promote understanding and dialogue between different student populations

**Strategic Planning & Assessment**

- Participate in campus-wide strategic planning initiatives and committees
- Develop comprehensive tracking systems to monitor student engagement, program effectiveness, and outcome achievement
- Conduct regular surveys and focus groups to assess student satisfaction and program impact
- Analyze retention, graduation, and success rates among diverse student populations
- Create detailed reports on program metrics, trends, and recommendations for continuous improvement
- Coordinate with admissions, outreach, the welcome center, and academic support services to create seamless student experiences
- Maintain comprehensive understanding of diversity, equity, inclusion, and accessibility (DEIA) principles and their application in higher education

**Student Government Leadership Development**

- Mentor students in developing advocacy skills and understanding institutional governance structures
- Assist with event planning, logistics coordination, and risk management for student-led activities
- Support democratic processes including elections, referendums, and representative selection procedures

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- Attend relevant committee meetings and serve as student voice in institutional decision-making processes
- Support student government in addressing campus-wide issues and implementing systemic improvements
- Support student senators and leaders in leadership development opportunities

West Valley College is committed to addressing inequities and injustices, both societal and institutional, and so recognizes that institutions of higher education have colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work which will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will act with courage, grace, and humility in fulfilling our commitment to learning and unlearning.

**Assignment:**

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of January 2025. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

**Salary and Benefits:**

Anticipated Hiring Range:

- \$8,366.92-\$9,150.92 monthly (WVMCEA Salary Schedule, Range 67, Steps A-C).

Benefits include:

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- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

**Minimum Qualifications:**

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

1. Equivalent to possession of a Bachelors degree from an accredited college or university with major course work in business administration, public administration, social science, or a field related to specific area of assignment; AND
2. Two years of responsible technical or professional experience in a student service-oriented program at a college or university.

AND

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.

**Desired Qualification:**

The ideal candidate will also demonstrate the following desired qualifications:

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- Prior experience working in the education sector.
- A masters degree in an academic discipline.
- Two years of progressively responsible work experience in the coordination of student services, student outreach, or school relations.
- Ability to evaluate and assess services to determine institutional resources needed to achieve programmatic excellence.
- A well-informed leadership philosophy and demonstrated listening and written communication skills.
- Demonstrated experience as a leader in implementing diversity, equity, and social justice actions.
- Experience in program development, implementation, and assessment within higher education settings.
- Experience working collaboratively with campus community stakeholders in a participatory governance environment, such as refocusing the Education Master Plan, refining Guided Pathways framework, elevating the voice of Associated Students, expanding the Caring Campus model, and integrating the Institutional Equity Plan.

**Knowledge and Abilities:**

**Knowledge of:**

- Pertinent federal, state, and district laws, policies, regulations and requirements.
- Principles of effective training and supervision.
- Principles, practices, and techniques of office and records management.
- Methods and techniques of budget preparation and administration.
- Principles and techniques of fiscal, statistical, and administrative research and report preparation.
- Principles, practices, methods and techniques of outreach and marketing.
- Laws and regulations specific to assigned program.
- Eligibility requirements, application procedures, and academic programs specific to area of assignment.
- Methods and techniques of program management.
- Techniques employed in public presentations.

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**Ability to:**

- Develop recommendations for programs, procedures, organizational structures, and operational guidelines and implement same as directed.
- Interpret and work within a range of applicable federal and state laws, rules, regulations and guidelines.
- Establish and maintain cooperative working relations with district administrators and officials, public agency representatives, target populations of programs and projects in the designated area, and members of the general public.
- Organize, coordinate, and oversee the day-to-day operations of a specialized program in a community college.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Conduct organizational, operational, fiscal, and statistical analysis.
- Prepare effective promotional and informational publications and materials.
- Prepare and present effective oral and written reports and presentations.
- Select, train, schedule, and direct the work of assigned staff and hourly workers.
- Ensure compliance with federal, state and district laws, regulations and guidelines.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

**Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

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- Plan, organize, coordinate, and supervise day-to-day program operations and activities.
- Assist with development and implementation of program policies and procedures; develop work processes that facilitate attainment of established program goals and objectives.
- Compile and analyze data related to program participation and evaluation; oversee maintenance of effective student databases; prepare a variety of reports.
- Develop and deliver presentations, orientations, workshops, and other activities in support of the program; coordinate and conduct outreach and marketing activities.
- Assist and advise students and potential students in program related procedures; explain program regulations and policies.
- Coordinate assessments and placements of students into appropriate course levels; direct and facilitate curriculum revisions to ensure effective instruction.
- Communicate and liaison with faculty, staff, representatives of federal and state agencies, and other educational institutions to coordinate assigned programs and activities.
- Serve on advisory committees; negotiate and recommend appropriate determination of student eligibility related to compliance and regulation; research and maintain understanding of revisions or additions to pertinent regulations and legislation affecting program participants.
- Assist with the preparation and administration of annual program budgets; make recommendations regarding staffing, equipment and supplies; monitor budgets within program guidelines.
- Function as project manager for special projects as needed.
- May administer grants, including tracking expenses and complying with reporting requirements.
- Monitor student enrollment and academic progress to determine continued program eligibility.
- Recruit, hire, train, evaluate, and direct the work of assigned program instructors, staff and student workers.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

**Working Conditions:**

**Other Duties:**

**Application Information:**

**Physical Demands:**



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**Applicant Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar

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documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: [careers@wvm.edu](mailto:careers@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The district may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The district reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The district DOES NOT provide any visa sponsorship.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and

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employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

**Posting Number:** FY22/23-297FT

**Open Date:** 10/09/2025

**Close Date:** 10/30/2025

**Open Until Filled:** No

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**

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

**Contact**

N/A

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