

Program Analyst, Basic Needs
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268432>

Downloaded On: Nov. 18, 2025 4:00pm

Posted Nov. 18, 2025, set to expire Dec. 4, 2025

Job Title Program Analyst, Basic Needs
Department Mission College
Institution West Valley-Mission Community College District
Santa Clara, California

Date Posted Nov. 18, 2025

Application Deadline 12/04/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6721985>

Apply By Email

Job Description

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Program Analyst, Basic Needs

Closing Date: 12/04/2025

Definition:

The Department of Outreach & Student Activities is seeking a talented individual to fill the position of Basic Needs Program Analyst.

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Mission College, located in Santa Clara, the heart of the Silicon Valley, is a proud Hispanic Serving Institution (HSI) and Asian American Native American Pacific Islander Serving Institution (AANAPISI). As a designated Caring Campus, we prioritize connection, compassion, and belonging in all that we do. We are deeply committed to diversity, equity, inclusion, and anti-racism, not just as values, but as everyday practices. Our greatest strength is our people. At Mission, employees are encouraged to bring their full, authentic selves to work. We lead with heart, honor lived experience, and center students in every decision.

With innovative programs, a student-focused culture, and award-winning faculty and staff, Mission College has earned recognition for advancing equitable student outcomes, supporting basic needs, and driving workforce development. This is more than a place to work - its a place to belong, grow, and make a real impact.

Under the direction of the Program Director, the Basic Needs Program Analyst will perform a full range of administrative, programmatic, and technical duties in support of the evolving basic needs program at Mission College to promote student success, retention, and completion by removing barriers to their education; coordinate assigned functions, activities, and services such as oversight of the Mission Market Food Pantry, our Basic Needs Ambassadors, and providing students, staff, and others with specialized information, training, and assistance related to students basic needs services including but not limited to: food and housing resources, academic resources, mental health services, emergency financial assistance, and technology resources; provide case management support to students experiencing housing and food insecurity; cultivate relationships with campus departments and community organizations to continue promoting basic needs services and obtaining additional resources; and perform a full range of the more complex program support and clerical assistance duties in support of the basic needs program area.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of February 17, 2026. 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: Mission College, Santa Clara, CA

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Salary and Benefits:

Anticipated Hiring Range:

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

Benefits include:

- 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:

Experience:

- Two years of responsible technical or professional experience in a student service oriented program at a college or university.

Education:

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- 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

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

License and Certificate: May need to possess an appropriate, valid California drivers license as required by the position.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualifications:

- Educational background in fields such as Education, Sociology, Psychology or Counseling
- Experience in providing case management support for individuals experiencing food insecurity and/ or financial hardships or emergencies
- Experience in referring students/clients to a network of community partners providing housing, food, and mental health support services
- Experience planning, organizing, and coordinating assigned functions, activities, and services of a program meeting the basic needs of its participants
- Experience in student services, academic advising, or counseling in an academic environment
- Experience in program development and coordination
- Bilingual ability

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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.

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

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- 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:

- 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.

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- 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:

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.

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- 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 documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

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

Selection Process:

SELECTION PROCESS INFORMATION:

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- 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 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 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: FY22/23-300FT

Open Date: 11/13/2025

Close Date: 12/04/2025

Open Until Filled: No

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For more information on this position and to apply, please visit our website at the following link:
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

West Valley-Mission Community College District

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