

**Program Coordinator I**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=232593>

Downloaded On: May. 9, 2024 2:11pm

Posted Mar. 8, 2024, set to expire May 31, 2024

**Job Title** Program Coordinator I  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Mar. 8, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5084775>

**Apply By Email**

**Job Description**

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**Program Coordinator I**

HR EMPLOYMENT/CAREERS

**Initial closing date: 03/27/24\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date/next review date.

**Starting Salary:** \$6,963.28 (per month) plus excellent benefits; **Salary Grade:**C1-55

**Full Salary Range:**

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\$6,963.28 (per month) - \$9,327.52 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above. We are looking for a Program Coordinator I.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

### **ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

### **Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

### **De Anza College Mission Statement:**

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De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

## **JOB SUMMARY**

The Internship Coordinator/ Job Developer performs activities designed to assist students with finding employment. This includes working closely with local employers, business organizations, community organizations, and college programs in developing job opportunities and arranging the direct placement of students matching the job skills with applicant qualifications. The position provides leadership in the development and implementation of viable apprenticeship and internship programs including working with business and community leaders to increase opportunities for De Anza College students. Facilitate student learning by assisting students to secure appropriate apprenticeships and internships to enhance overall academic experience and learn skills essential to conduct a successful job search. Initiate and build partnerships with local, state, and national employers and business leaders to develop student opportunities for experiential endeavors locally, statewide, nationally, and internationally. Work collaboratively with district, business leaders, and college personnel to create policy and procedures for ensuring the academic quality and integrity of apprenticeships and internships.

Attends various business, chamber, and related meetings; prepares and makes presentations at community organizations and businesses to solicit work sites; promotes the advantages of hiring and/or training specific program clients to employers; develops employment sources and vocational training contacts; maintains a resource file on employers.

Plans and coordinates program related activities including career/job fairs; accommodates employers on campus for employment recruitment. This position requires some occasional night and weekend

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outreach activities.

Maintains online job board (Handshake, Job Speaker) including screening employers for business verification and ensuring compliance with college recruitment policies and federal, state, and local laws, ordinances, and regulations.

Maintains a variety of files and records and prepares required reports; maintains a documentation system to satisfy program guidelines including periodic reports, closure, program placement, and other mandated program reports. Performs other duties related to the primary job duties as required. This is an on-campus assignment.

## DEFINITION

Under **immediate (I)** or general (II) supervision general direction, designs and develops program activities, objectives, and procedures pursuant to District, state, and/or federal regulations and guidelines; monitors and coordinates the delivery of program services; develops and administers program budget; applies for and administers grants and other funding sources; reports to various agencies regarding program activities; ensures that program reporting and recordkeeping is performed in compliance with applicable guidelines; and performs related duties as assigned.

## SUPERVISION RECEIVED AND EXERCISED

Receives **immediate (I)** or general (II) supervision from an administrative supervisor or manager. Exercises no supervision of staff.

## CLASS CHARACTERISTICS

**Program Coordinator I:** This is the journey-level class in the Program Coordinator series. Incumbents perform routine program coordination duties including assisting with the oversight of programs, policies, and procedures pursuant to pertinent laws, codes, and rules; assist with program accountability and reporting to governing agencies regarding program activities.

**Program Coordinator II:** This is the advanced journey-level. Incumbents perform advanced and complex program coordination duties including the development of programs, policies, and procedures pursuant to pertinent laws, codes, and rules; assuming responsibility for program accountability and reporting to governing agencies regarding program activities; and assisting with budget development and participating in reaching solutions to budgetary problems or issues. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods

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to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Develops program services and activities, parameters, objectives, and budgets pursuant to District, state, and federal rules, codes, and guidelines; interprets established program guidelines and ensures services and activities are developed and administered consistent with the same.
2. Assists in the development and implements program goals, objectives, policies, procedures, and work standards including recommending improvements; assists in developing work plans, procedures, and schedules.
3. Provides financial and administrative oversight of assigned program ensuring compliance with program guidelines; coordinates program grant administration and budget tracking and reconciliation processes; develops budget and grant reports as needed; collaborates with management staff when problems are identified and participates in developing solutions; ensures accurate and timely program reporting.
4. Establishes and fosters linkages with special populations and/or community groups served; participates in internal and external associations and advocacy groups in order to promote program participation.
5. Serves as a liaison between program participants, administrators, faculty, and students; answers questions and resolves issues, problems, and complaints as needed.
6. Plans, schedules, and organizes events, workshops, informational seminars, presentations, and related activities including coordinating logistics; designing and implementing marketing strategies; developing and monitoring budgets; processing independent contractor agreements and purchase requisitions; and ensuring compliance with established timeline and budget.
7. Ensures participants adhere to program guidelines and addresses non-compliance with program participants; may discontinue program services to participants pursuant to program guidelines as necessary and appropriate.
8. Researches, analyzes, interprets, and reports a variety of data and statistics to local, state, and federal agencies.
9. Designs, creates, and edits a variety of documents including program materials, reports, forms, statistical reports, correspondence, and agendas.
10. Oversees and coordinates the use, maintenance, and functionality of various data management systems; monitors data for accuracy and compliance with federal and state regulations and District policies and procedures.
11. Participates on program review committees; performs program assessments, including conducting studies by selecting, adapting, and applying appropriate research and analysis

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techniques; evaluating alternatives, making preliminary recommendations, and assisting with the implementation of program changes after approval; prepares comprehensive technical records and reports.

12. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
2. Principles and practices of program coordination including implementation of the goals and objectives and oversight of performance, reporting, accountability, and regulatory compliance.
3. Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
4. Principles of budget development and expenditure tracking and control.
5. Methods and techniques of applying for, tracking, and reporting grant funds.
6. Principles and practices of data collection and report preparation.
7. Techniques and methods of marketing and community outreach.
8. Principles and practices of developing and presenting informational workshops and seminars.
9. Basic business arithmetic and bookkeeping.
10. Business letter writing and the standard format for reports and correspondence.
11. Record keeping and filing systems and methods.
12. English usage, grammar, spelling, vocabulary, and punctuation.
13. Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
14. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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2. Perform difficult and complex program support work accurately and with use of independent judgment.
3. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
4. Develop and present informational workshops and presentations.
5. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
6. Coordinate and oversee assigned administrative, budgeting, and fiscal reporting activities.
7. Plan, organize, and carry out assignments from management staff with minimal direction.
8. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
9. Evaluate and develop improvements in operations, procedures, policies, or methods.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
12. Maintain accurate databases, records, and files.
13. Perform arithmetic, financial, and statistical computations accurately.
14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
15. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Program Coordinator I and II:**



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Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field

**AND**

**Program Coordinator I:** Three (3) years of responsible experience providing complex program support and coordination of program services.

Program Coordinator II: Five (5) years of responsible experience providing complex program support, budget administration, and coordination of program services.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**APPLICATION PACKET**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual



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orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.

2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html> . We cannot guarantee a response to application questions within 48 hours of the closing date.**

## **CONDITIONS OF EMPLOYMENT**

**Position:** Full-Time, Categorical Funded, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Association of Classified Employees (ACE) Union. The current union agreement can be found online at: [http://hr.fhda.edu/\\_downloads/2018-2021%20ACE%20Agreement.pdf](http://hr.fhda.edu/_downloads/2018-2021%20ACE%20Agreement.pdf).

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

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For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1436?c=fhda>

**Contact Information**

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

**Contact**

Staff

Foothill-De Anza Community College District

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