

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Program Coordinator	Range:	45
Date Revised:		Date Approved:	April 28, 2020

PRIMARY PURPOSE

This position is responsible for planning, coordinating, and organizing a variety of programs, services, and activities to assist students and facilitate their educational goals, coordinates use of program(s) facilities with faculty, staff, and students.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Serves as the lead for institution in the strategic fiscal and operational coordination of a District or campus program or service program(s). Provides direction and coordination in the implementation of the goals, objectives, policies, and procedures of the assigned program(s). Provides technical information and expertise to students, instructors, and staff, and external partners regarding program(s) and services, collaborate with students, community partners, faculty and staff to implement organizational objectives and student programs.
2.	Responsible for independent grant development in area of responsibility including research of available grants in area or assignment, grant text, grant budget projections, staffing matrices, submission requirements, program design, and other grant requirements and deadlines.
3.	Coordinates the design, implementation and facilitation of Student Learning Outcomes (SLOs), Student Support Services Quality Review (SSSQR), Student Services Master Plan (SSMP), accreditation, program review and/or other reports as assigned. Organizes, participates and services as the chair for general meetings, committee meetings, and special projects as assigned. Coordinates programs and services related to area of assignment.
4.	Develops and coordinates informational materials, presentations and workshops regarding programs and services; develops materials for distribution to promote activities and services; coordinates and participates in outreach activities to promote educational awareness, opportunities and services of the area of assignment.
5.	Researches and implements current and trending educational development theories, legal requirements, labor market statistics, outreach-marketing, and best practices to serve diverse program needs.
6.	Ensures compliance with campus, district, state and federal objectives and regulatory requirements, including program related mandates. Coordinates use of facilities with faculty, staff, and students; maintains the safety and functionality of assigned areas of responsibility. Schedules and conducts meeting with faculty and staff for program evaluations and improvement.
7.	Performs administrative duties related to the maintenance and efficiency of the assigned program(s); independently drafts and implements various forms, letters, and correspondence; maintains student attendance records, maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
8.	Responsible for the preparation of the annual program(s) budget; monitors expenditures, initiates and develops grant one-time funding requests; prepares fiscal reports as directed. Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use.

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9.	Compiles and maintains a variety of records, logs, files, and statistical reports related to the activities of assigned program(s); prepares and maintains a variety of records related to students and program activities.
10.	Develops and prepares materials for faculty and student use.
11.	Trains and provides work direction and guidance to others as directed; coordinates professional development for new and continuing employees.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Program Coordinator maintains frequent contact with various departments, outside agencies, students, staff, and public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from a regionally accredited college/university.

Four (4) years training or work experience directly related to the position.

Three (3) years of increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination, preferably in an educational setting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and clients in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of district organization, policies, procedures, goals and objectives of assigned department
 Knowledge of policy, procedure, local, state and federal regulations related to department operations
 Knowledge of the principles and practices of supervision, training and direction of personnel
 Knowledge of leadership, organization and project management
 Knowledge of project planning, research, analysis and grant development and submission, etc.
 Knowledge of specialized development applications, resources, equipment, techniques and strategies
 Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary

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Knowledge of the proper methods, materials, tools and equipment used in the assigned department
Knowledge of appropriate safety precautions and procedures
Knowledge of instructional methods and techniques
Knowledge of modern office practices and procedures
Knowledge of bookkeeping, record keeping, documentations, analysis, accounting principles, budget preparation and maintenance
Knowledge and ability to operate computers, copiers and other standard office equipment
Ability to present materials and to perform experiments and demonstrations in the area assigned
Ability to assist students in understanding and applying basic principles of the assigned subject area
Ability to make arithmetic calculations quickly and accurately
Ability to work independently with little direction
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Requires a valid California Driver's License

WORKING CONDITIONS

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting, standing, and walking for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities and fine finger manipulation; occasional travel to other locations to attend meetings or conduct work. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.
