

PERALTA COMMUNITY COLLEGE DISTRICT – February 2025

CLASSIFIED JOB DESCRIPTION

COORDINATOR (STUDENT SERVICES)

(Local 1021/Range 95)

Job Code: 1097

POSITION SUMMARY

Under the general direction of the Dean of Counseling & Special Programs, the Student Services Coordinator provides assistance and coordination of the daily operation of Student Services initiatives and the Welcome Center.

EXAMPLES OF ESSENTIAL DUTIES:

- Directs the day-to-day functions of Student Services initiatives and the Welcome Center; manages day-to-day operations of the office, including filing, data entry and supply management.
- Run queries and collaborate with research analysts for requested data.
- Reviews and analyzes reports, records, and directives.
- Devises and disseminates procedures to staff for accomplishing the work of Student Services initiatives.
- Provides information about available student support services, such as counseling and tutoring.
- Plans and organizes college events, including workshops, orientations, and community outreach programs.
- Coordinates activities of the Student Services initiatives with related activities of other departments to achieve maximum fulfillment of goals and objectives; ensure optimum delivery of services.
- Develops and administers the Student Services program budget; assists in tracking departmental budget; process invoices; manage expense reports; monitors and analyzes the budget, prepares reports and records budgetary activities for management; develops program/project proposals to secure additional funding.
- Prepares and maintains records of projected expenditures, costs, and item balances; prepares requisitions and contracts.
- Maintains accurate records for student files, faculty schedules, and departmental correspondence.
- Evaluates policies, procedures and practices for accomplishing the Student Services objectives and mission; develops and recommends any modifications to improve program efficiency and effectiveness.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a bachelor's degree from an accredited university or college in a discipline appropriate to the activity, or a directly related field AND four (4) years of experience in performing professional level work in planning and development of a program; or an equivalent combination of education and qualifying professional experience that would provide the knowledge, skills and abilities needed to fulfill the duties assigned to the position.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (i.e., MS Word, Excel, Access and PowerPoint) and knowledge of standard office equipment.
3. Must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

JOB DESCRIPTION: Coordinator/Student Services

DESIRABLE QUALIFICATIONS

- Experience and/or knowledge of department coordination in the California Community College System.
- Knowledge of Student Services program requirements and the State Chancellor's Student Success funding formula components.
- Knowledge of:
 - Principles and practices of effective supervision of others.
 - Program evaluation techniques including data collection and analysis.
 - Laws, regulations and guidelines that govern Student Services programs and Title V.
- Ability to:
 - Plan, organize and schedule the work of others.
 - Train, evaluate and supervise staff.
 - Interpret Title 5 and EdCode as well as local district policies and procedures; apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
 - Prepare and maintain accurate records and reports.
 - Communicate effectively, both orally and in writing.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body.
- Occasional use of manual dexterity.
- Occasional use of tactile acuity.
- Occasional use of visual acuity from a distance, with depth, and forcolor.
- Frequent work at a rapid pace.
- Frequent reaching, high, low, and level.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant sitting.
- Constant use of clear oral communication.

MENTAL REQUIREMENTS

- flexibility or ability to respond to multiple demands.

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TOOLS AND EQUIPMENT USED

- Standard office machines and equipment.
- Department-specific equipment