

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

COORDINATOR/HSI 10/2022

(SEIU Local 1021 Salary Range 95)

Job Code: 001

CLASS PURPOSE

Under general supervision of the Associate Dean of Educational Success or HSI Director coordinates program and grant activities and directs outreach to industry, colleges, high-schools and program-related organizations state and nationwide. Coordinates the Title V HSI grant Conocimiento Los Caminos program activities and operations, including fiscal coordination, community partner coordination, grant compliance coordination, event coordination, program evaluation and coordination of information management systems. Performs other duties as assigned.

(Positions assigned to this classification are professional level positions which support and are funded by a categorically funded program/project. Continuation of the position is contingent upon refunding of the program/project.)

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Create, monitor and maintain a database of information for partnering colleges from around the nation, including contact information, contract receipts, report submissions and contributions (industry donations, equipment purchase recommendations).
- Coordinates the activities of program with related activities of other departments or work units to achieve maximum fulfillment of goals and objectives, and ensure optimum delivery of program/activity services.
- Monitors and tracks program budget, prepares reports and records concerning program budgetary activities.
- Coordinate, edit and distribute program communications including e-newsletters and website content.

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- Maintains complex records of all grant activities, meeting notes, survey data, calendars and information requests by partner institutions and the general public.
- Reviews and analyzes reports, records, and directives, and confers with others to obtain data required for planning program activities, such as new commitments, status of work in progress and problems to be handled.
- Evaluates program/center policies, procedures, and practices for accomplishing department objectives and mission and develops and recommends any modifications to improve program/performance efficiency and effectiveness.
- Coordinate and monitor program development activities (face to face and online), including event communications, participation/enrollment and follow-up.
- Coordinates with external evaluators and reporting functions, including developing and administering survey data.
- Develops and maintains a resource filing system for grant related curriculum materials.
- Acts as a resource person for the program by responding to information and resource inquiries from other community colleges, community partners, and the general public.
- Provides office support to the project team as assigned; designs forms and procedures to assist in better project efficiency and implementation of grant deliverables;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university and four (4) years of experience involving proposal development, fundraising, and grant performance monitoring, including experience developing concept driven curricula incorporating applied academics; or an equivalent combination of education and qualifying experience that could likely provide the desired knowledge and abilities.
2. Knowledge of, and proficiency in, the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, Word, Excel, Publisher, Outlook and PowerPoint) and the Internet browser, websites and E-mail.
3. Ability to manage complex multi-tiered projects in a cooperative environment, manage budgets, develops policies and procedures, supervise staff, and work with consultants.
4. Ability to review, research, and assess complex analytical information and project future needs, plan strategies, and formulate actions.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Hispanic Serving Institutions and Programs
 - Practices and research surrounding strategies and priorities that promote Latino, Latina and Latinx student success and completion

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- Program evaluation techniques and methodology.
- Grant and budget development, analysis, reporting and tracking.
- Laws, regulations, and guidelines with respect for grant/budget regulations.
- Current development, standards, methods, and trends, that will demonstrate professional competency in the field of activity.
- And/or experience of program administration in the California Community College system.
- Ability to:
 - Implement a working framework centered on diversity, inclusion, racial equity and access.
 - Train staff assigned to the activity.
 - Interpret laws and regulations related to the grant/budget process, and 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 in the oral and written form.
 - Demonstrate other professional knowledge that may be required to successfully perform in the field of activity.
 - Bilingual (Spanish)

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 for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech

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- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Computer
- Standard office machines and equipment

Revised: N/A