

PERALTA COMMUNITY COLLEGE DISTRICT – January 2025

CLASSIFIED JOB DESCRIPTION

**COORDINATOR/HBCU TRANSFER HUB PILOT PROGRAM
(SEIU Salary Range 95)
Job Code: 1094**

CLASS PURPOSE

Under the general direction of the Vice Chancellor of Educational Services or designee, plans and develops methods and procedures to implement and administer the overall activities of the Historically Black Colleges and Universities (HBCU) Hub Pilot Grant. Directs and coordinates achievement of Hub goals and objectives to meet grant deliverables.

This position is categorically funded. Continued employment is contingent upon funding of the position.

WORK SCHEDULE:

This is normally a part-time position with a work schedule of 20 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.

- Plans and implements activities that meet HBCU Transfer Hub goals and objectives; coordinates the day-to-day Hub activities.
- Maintains, reviews, and analyzes data and records; provides periodic reports on student outcomes to appropriate college staff and quarterly reports regarding the students served, activities and events; coordinates the program review process to evaluate the effectiveness of the Career and Transfer Information Center. Prepares periodic college, district, and state reports.
- Coordinates with college counseling faculty, transfer center classified professionals and administrators to increase HBCU awareness and HBCU colleges and universities transfer process. Hold events including workshops, college transfer center drop-in sessions, and professional development opportunities for counselors districtwide.
- Schedules and participates in HBCU Transfer Hub Pilot Advisory Board meetings; takes minutes and posts them on the PCCD Hub website.
- Assists in developing and administering Hub annual budget; monitors and analyzes the budgets. Prepares reports and records concerning Hub budgetary activities for management. Develops program/project proposals to secure additional funding.

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- Serves as college liaison to 4-year institution HBCU recruiting staff; schedules 4-year institution representatives at college transfer centers.
- Plans, schedule, and publicizes workshops and events designed to help students with their HBCU transfer process; promotes off-campus HBCU transfer events.
- Maintains and updates the PCCD HBCU Transfer Hub website and ensures all college websites are updated.
- 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 career advising, planning and development or a directly related field, and four years of experience in performing professional level work in career advising and planning and development; of an equivalent combination of education and qualifying professional experience that would provide the knowledge, skills and ability needed to fulfill the duties assigned to the position.
2. Knowledge of:
 - HBCU colleges and universities in the United States.
 - General principles of the academic and transfer goal setting process.
 - Budget development and administration.
 - Current developments, standard, methods and trends that will demonstrate professional competency in the field of student development.
3. Skill in:
 - Word processing, database and spreadsheet software programs.
 - Effective communication, including writing and relevant computer applications.
 - Effective oral and written communication and presentation skills.
4. Ability to:
 - Work effectively with a diverse student population and campus personnel.
 - Plan, organize, and direct the work of others.
 - Train, evaluate, and develop support staff assigned to the transfer centers.
5. Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Three years of qualifying experience in academic planning, transfer goal setting, or student affairs.
- Demonstrated experience in deloping, implementing, and administering a student-centered project or program.
- Experience and/or knowledge of program administration in the California Community College system.

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

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.