

**PERALTA COMMUNITY COLLEGE DISTRICT – September 2024**

**CLASSIFIED JOB DESCRIPTION**

**Coordinator (Rising Scholar Program)  
(SEIU Salary Range 95)  
Job Code: 1083**

**CLASS PURPOSE**

Under general direction of the Director of Workforce Systems, the Rising Scholars Coordinator supports the daily operation of the Rising Scholars program and initiatives.

**WORK SCHEDULE:**

This is a normal 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.

**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.

- Support and coordinate the day-to-day functions of the Rising Scholars program.
- Coordinate and assist in the completion of multiple project activities to meet or exceed assigned program(s) expectations.
- Monitor budgets to ensure compliance with regulations and/or directives from program agencies and cooperative educational partners.
- Assist in preparation and administration of budget, control and authorize expenditures, approve invoices for payment, and respond to budget inquiries from college staff.
- Support the Director of Workforce Systems with planning and operations.
- Recruit, interview, hire, train and supervise student workers, prepare employment documents, student time sheets, student evaluations, coordinate and prepare work schedules for staffing coverage.
- Ensure appropriate channels of communication are used to share project information and outreach activities to familiarize students with the services and programs of the college.
- Collaborate with the Director of Workforce Systems to develop and implement methods to identify and serve students who meet project guidelines, assessing their needs and providing programming to address those needs.
- Participate in meetings and conferences related to programs within the assigned area; disseminate information, coordinate projects, and implement procedural changes; follow up on action items, and develop program reports as needed.
- Coordinate activities and opportunities to market the College and assign program(s) to the College community and the general public.
- Assist the Director of Workforce Systems with running queries and collaborating with research analysts for data requested to support the Rising Scholars program.
- Coordinate and delegate responsibility for specific work or functional activities.
- Collaborate with the Director of Workforce Systems to evaluate policies, procedures, and practices for accomplishing the Rising Scholars objectives and mission and develops and recommends any modifications to improve program efficiency and effectiveness.
- Perform other duties as required.

**Job Description:** Coordinator/Rising Scholar Program

**MINIMUM QUALIFICATIONS**

1. Possession of a Bachelor's Degree from an accredited college or university and four (4) years of experience performing professional-level work in the field of activity OR an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability 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. 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**

- Experience and/or knowledge of department coordination in the California Community College System.
- Principles and practices of effective supervision of others.
- Program evaluation techniques and methodology.
- Plan, organize, and direct the work of others.
- Train, evaluate, and develop staff assigned to the activity.
- Interpret Title 5 and Ed Code as well as local district policies and procedures 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.

**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.