

PERALTA COMMUNITY COLLEGE DISTRICT -Nov 2017

CLASSIFIED JOB DESCRIPTION

**PROGRAM SPECIALIST/ADN Nursing
(SEIU Local 1021 Salary Range 75)
Job Code: 1075**

CLASS PURPOSE

Under general direction of the Dean of Allied Health and Safety, the ADN Program Specialist performs professional work assisting in the coordination, development, and implementation of the Associate Degree Nursing Program. Incumbents are involved in the development of proposals, supervision of student workers, and is a liaison to a variety of people including those directly impacted by the program or 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.

- Maintains mailing lists, program statistics, and student records via Microsoft Access relational database.
- Plans, organizes, evaluates, and promotes a District special project or program in consultation with Program Director
- Assists the Program Director in preparing and submitting project proposals to secure funding.
- Prepares and administers Nursing project budget.
- Prepares detailed cost statements for participating agency and staff expenditures.
- Prepares and maintains records and flow charts of projected expenditures, costs, and item balances.
- Submits monthly invoices and required statistical reports
- Maintains liaison with District administrators, employers, and representatives of public service and nonprofit organizations.
- Participates in developing and implementing a comprehensive plan for enrollee screening, eligibility, enrollment, follow-up and counseling procedures of the ADN program.
- Publicizes and promotes the program and seeks to maximize participation
- Participates with the Program Director in planning and developing appropriate new programs.

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- Evaluates program operations and activities, taking or recommending appropriate corrective actions.
- Prepares and presents a variety of oral and written reports
- Speaks before a variety of civic, professional, and other interested groups and attends professional meetings and conferences
- Answers the telephone and greets visitors to the office; responds to inquiries about the ADN program; schedules appointments for students.
- Assists with the program acceptance process for the ADN program; receives program applications, screens for completeness, and notifies students of missing documents.
- Trains and supervises work-study students.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university in one of the social sciences, business or related field and one (1) year of para-professional or professional experience involving planning, organizing, administering, coordinating, or promoting of programs or projects in the designated area; or an equivalent combination of education, training, and qualifying professional experience that could provide the knowledge and abilities needed to perform the duties of the position.
2. Two (2) years of experience in general office clerical work; or an equivalent combination of training, education and qualifying experience which demonstrates the knowledge, skills and abilities necessary to perform the duties of the position.
3. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet, and advanced database management software program knowledge (e.g., MS Office Suite: MS Word, Excel, Access, and PowerPoint) and the Internet browser, websites and email.
4. 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:

- Principles of program planning, management, administration, and budget preparation and control
- Principles of employee training and supervision
- Applicable Federal and District laws, regulations, procedures, and guidelines
- Community relations principles and techniques
- Community college programs, organizations, and procedures
- Community agencies and resources and the needs of cultural, ethnic, and other groups within the community

Ability to:

- plan, organize, direct, administer, and evaluate a District project or program

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- Prepare and administer program budgets
- Interpret and work within a wide range of applicable Federal laws, rules, regulations, and guidelines
- Evaluate and make recommendations on improvements to existing activities and operations
- Prepare effective promotional and informational publications and materials
- Direct, supervise, train, and evaluate program personnel
- Prepare and present effective oral and written reports
- Establish and maintain cooperative working relationships with District administrators and officials, public agency representatives, target populations of programs and projects in the designated area, and members of the general public
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Speak and write effectively

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

MENTAL REQUIREMENTS:

- Flexibility in responding to multiple demands.

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

REVISED 4/4/2023