

**PERALTA COMMUNITY COLLEGE DISTRICT - November 2020**

**CLASSIFIED JOB DESCRIPTION**

**PROGRAM SPECIALIST/UMOJA  
SEIU Local 1021 Salary Range 75  
Job Code: 882**

**CLASS PURPOSE**

Under supervision of the Associate Dean of Educational Success, the Program Specialist/Umoja coordinates the Umoja-UBAKA Program in collaboration with the Umoja Team (faculty/counselor/administrator/staff).

**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.

- Plans, organizes, evaluates, and promotes the Umoja Program in consultation with the Associate Dean of Educational Success and the Umoja Program Coordinator.
- Assists in planning and organizing the daily activities of the Umoja-UBAKA Program.
- In collaboration with the Umoja Team, compile and assist in the preparation of the annual Umoja program plan, program review, reports to State Umoja organization, Year-end Report, and/or other reports as needed.
- Updates and maintains system to collect and report student progress data and provide regular updates to Associate Dean for use by Umoja faculty, staff, and the campus community.
- Updates and maintain electronic file system of all Umoja student records and file with confidentiality and in compliance with FERPA guidelines.
- Work in cooperation with the Umoja Team to plan and implement student-centered and community-building workshops, activities, and program elements.
- Accompany students to Umoja-related local and statewide activities such as Umoja Summer Learning Institute, State Umoja Conferences, HBCU Tours, local campus visits, when necessary

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- Support student engagement and Umoja community by assisting with social media outreach, phone calling, emails, classroom presentations, or other activities that engages Umoja program students on campus.
- Administer Umoja Project Budget according to funding guidelines with transparency and within annual allocation.
- Prepare and maintains records of expenditures, costs, and item balances; prepares requisitions and personnel actions, maintains records.
- Collects information for use on Umoja program brochures, flyers, newsletters, and other marketing material.
- Disseminate information regarding Umoja Program and provide program recruitment and outreach including on-campus presentations.
- Update and maintain annual calendar of Umoja programming and activities.
- Respond to telephone and emails and greet visitors to the Umoja Village, respond to inquiries about Umoja program and services; schedules appointments for students.
- Supervise and train Umoja student workers, tutors, and/or peer advisors.
- Compose and prepare a variety of written correspondence.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Equivalent to graduation from an accredited college or university with a Bachelor's degree in one of the social sciences, business or related field and one year of para-professional or professional experience involving planning, organizing, administering, coordinating, or promoting of programs or projects in the designated area; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. (Submit copies of transcripts with application materials.)
2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

- Knowledge of college educational programs and student services; programs and processes related to disadvantaged, underrepresented and nontraditional students.
- Knowledge and understanding of State Umoja Community practices and mission.
- Ability to plan, organize and schedule the work of others.
- Ability to interpret laws and regulations and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.

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- Knowledge of program evaluation techniques.
- Ability to work independently on a variety of assignments.
- Ability and/or experience in reading, interpreting, and applying applicable state and federal guidelines.
- Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint, etc.) and the Internet browser, websites, and e-mail.

**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.

Revised: N/A