

PERALTA COMMUNITY COLLEGE DISTRICT - 10/2023

CLASSIFIED JOB DESCRIPTION

**PROGRAM SPECIALIST /DREAMER LIAISON
(SEIU Local 1021 Salary Range 75)
Job Code: 882**

CLASS PURPOSE

Under supervision of the Dean of Enrollment/Special Programs & Grants, the Program Specialist/Dreamer Liaison develops and coordinates the Dreamer Program efforts in collaboration with faculty, administrators, and staff.

(This position is 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.

- Plans, organizes, evaluates, and promotes the retention services in consultation with the Dean of Enrollment/Special Programs & Grants.
- Assists in planning and organizing the daily activities of the retention of the Dreamer Program.
- Provide direct support to undocumented and DACA students, as well as increased awareness and professional development opportunities supporting the unique circumstances and needs of undocumented students.
- Provide direct support for the successful matriculation and retention of undocumented and mixed status students as they navigate the college processes.
- Liaison is to be knowledgeable and well versed in resources as it relates to federal financial aid, social services, state-funded immigration legal services, internships, externships, and academic opportunities.
- In collaboration with the retention support collaborators, compiles and assists in the preparation of the annual State program plan, program review, Year-end Report, and/or other reports as needed.

Job Description: Program Specialist/Dreamer

- Updates and maintains system to collect and report student progress data and provide regular updates to the Dean of Enrollment/Special Programs & Grants, for use by faculty, staff, and the campus community.
- Updates and maintains electronic file system of all Dreamer Program student records and files with confidentiality and in compliance with FERPA guidelines.
- Works in cooperation with the Dean of Enrollment/Special Programs & Grants and retention support collaborators to plan and implement student-centered workshops, activities, and program elements to increase retention.
- Supports student engagement and Dreamer community by assisting with social media outreach, phone calling, emails, classroom presentations, or other activities that engages Dreamer program students towards retention and completion.
- Administers Dreamer Program budget according to funding guidelines with transparency and within annual allocation.
- Prepares and maintains records of expenditures, costs, and item balances; prepares requisitions and personnel actions forms, and maintains records.
- Collects information for use on brochures, flyers, newsletters, and other marketing material.
- Disseminates information regarding Dreamer Program and provides program retention and early alert services throughout the campus community and develops partnerships.
- Updates and maintains annual calendar of programming dates and activities related to undocumented week.
- Responds to telephone, emails, and to inquiries about Dreamer program and services; schedules appointments for students to meet with counselor.
- Supervises and trains Dreamer student workers, tutors, and/or peer advisors.
- Composes and prepares a variety of written correspondence.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with Bachelor's degree in one of the social sciences, counseling, business, or related field and one (1) year of experience involving planning, organizing, administering, coordinating, or promoting academic and/or cultural programs or learning communities; or an equivalent combination of training and/or experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
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. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.

Job Description: Program Specialist/Dreamer

DESIRABLE QUALIFICATIONS

- Knowledge of college educational programs and student services; programs and processes related to disadvantaged, underrepresented and nontraditional students.
- Knowledge and proficiency in supporting diverse student populations. 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.
- 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.

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.

Job Description: Program Specialist/Dreamer

Revised: N/A