



JOB TITLE: PROGRAM COORDINATOR, STUDENT SUPPORT SERVICES SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) PROGRAM

Classification: Classified
Salary Range: 36

Retirement Type: PERS*
Board Approved: November 15, 2010

BASIC FUNCTION:

Under the direction of the Deans of Mathematical and Natural Sciences and the SSS STEM Director, serves as primary contact person for participants; assists in the identification, selection and retention of participants; produces monthly reports, statistical data and progress reports; refers participants to appropriate services and activities; assists in the implementation of project activities; acts as a liaison with other campus projects and resources; coordinates special events, field trips, and graduation activities; monitors participants' progress and maintains their individual files; works with SSS STEM Director on a regular basis.

The coordinator position serves as an integral member of the Student Success Program team and is responsible for direct service to low-income and first generations college students with diverse backgrounds and abilities.

REPRESENTATIVE DUTIES:

Assist Director with the planning, organizing, development and implementation of the services for the science, engineering and mathematics students for the SSS STEM Program.

Assist in the evaluation of student needs, external requirements and regulations, and current trends to develop program modifications and improvements.

Participate in the provision of services at all college sites to math and science students including academic and educational workshops, speakers, academic advising, scholarships and fellowships, campus visits, chaperone college trips, planned activities, and retention strategies.

Conduct outreach and recruitment efforts for SSS STEM students, tutors and facilitators.

Assist in the review of applications for admissions to the SSS STEM Program and conduct orientations for program candidates.

Maintain longitudinal files on each SSS STEM student tracking student's progress before and after transfer.

Maintenance of complete records on each SSS STEM student, including eligibility criteria and documentation, participant agreements, personal statement, resume, student educational plan and its updates, financial aid assistance, participant follow-up to include graduation information, and participant exit survey.

Monitor students through ongoing outreach and intrusive advising and make appropriate referrals and interventions.

Assist in the development and offering of skill building workshops to students including Summer Bridge to college program for incoming students.

Oversee the financial aid process for program participants to ensure that program participants apply in a timely manner.

Work with faculty and other campus areas to identify needs, coordinate services to students and improve program utilization.

Assist in the recruitment, training and supervision of workshop facilitators, tutors and other program personnel.

Assume related duties and responsibilities as assigned.

Perform other duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Must have a Bachelor's degree in a STEM, education, psychology or related field; one year of experience delivering to students academic services aimed at improving student success; and three years work experience in education, industry or other profession involving work with postsecondary students.

Experience working with college students' academic needs and development; understanding of, and sensitivity to, educational equity and cultural issues facing students from underrepresented backgrounds; ability to establish and maintain an effective, trusting relationship with the diverse college student population; professional student services work experience with diverse students.

Preference given to applicant with educational/economic background similar to target group, work experience (at similar level) in science, engineering and mathematics program with enthusiasm and high energy level.

Bilingual in Spanish, preferred.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and appropriate software.

Organizational, operational, and structural functions of postsecondary institutions.

Abilities/Skills:

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, and cultural, and ethnic backgrounds.

Supervise and evaluate the performance of assigned staff.

Maintain student database.

Prepare and maintain records and reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.
Plan and organize work.
Work some evenings and weekends.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

Will be required to drive to offsite locations periodically.
Move from one work area to another.
Hand wrist, finger dexterity to operate various office machines.
Multicultural, diverse work environment.
Interact with a variety of individuals.
Lift up to 25 pounds.

TERMS OF EMPLOYMENT:

The position is funded for the length of term of the grant award, 5 year.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.