COLLEGE of the CANYONS
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
announces an employment opportunity for

Program Coordinator
(TRiO Upward Bound)(80%)

A Part-Time Classified Represented Position / Grant Funded

Review Date: December 1, 2014

POSITION DESCRIPTION
Upward Bound is a federally funded program designed to prepare and support low-income and first generation students to pursue and complete a post-secondary education. The program at College of Canyons provides academic advisement, college and career planning, a Saturday Academy, and a highly intensive academic enrichment program during the summer for high school students on the Valencia campus. Under the supervision of the Upward Bound Project Director in conjunction with the Division Dean of Mathematics, Sciences & Engineering, the Program Coordinator assists with planning, organizing, and facilitating the delivery of student support, instructional services and project evaluation pertaining to the operation of the Upward Bound program. Frequently interacts with students, faculty, staff, and parents. Assignment includes weekends and evenings, as needed. Due to Summer Academies, the schedule during the summer months will require additional hours of work. Performs other related duties as assigned.

ESSENTIAL DUTIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates and facilitates all components of the Upward Bound program. Directs the routine activities of the Upward Bound program in the absence of the Director.

2. Serves as liaison between the Director and Golden Valley High School, the public, staff, and other District or campus officials. Plans and organizes outreach activities and recruitment of potential Upward Bound participants.

3. Makes presentations at high school assemblies, college fairs, and special events regarding services offered by Upward Bound.

4. Provides information and resources to students with respect to educational, personal, and career development, college planning, and financial aid.

5. Assists the Director in evaluating the academic needs of program participants, developing 9th through 12th grade level educational plans for the purposes of the Upward Bound program, tracking student progress, and planning Saturday and Summer Academies.

6. In conjunction with the Director, plans and delivers Upward Bound classes, workshops, and meetings for participants, parents, school partners, and other groups as needed.

7. Develops, maintains, and uses complex databases for Annual Performance reports, determining student eligibility and tracking retention and performance.

8. Gathers, compiles, and analyzes a variety of data, using multiple databases, to help measure program effectiveness and make recommendations to the Director.

9. Communicates regularly, both written and verbal, with Upward Bound program students to ensure they are meeting program requirements. Uses a variety of modalities, including electronic and web-based, to facilitate ongoing updates.

10. Coordinates on- and off-campus activities for the Upward Bound program, including field trips, guest speakers, and events.

11. Participates in staff meetings with the Project Director and provides updates on student progress.

These positions are a high priority for our district for the 2014-15 year, and are contingent upon continued available district and state funding.
12. Implements and organizes on-going job training for college assistant employees for the Upward Bound program as well as trains and provides direction to all assigned temporary personnel.

13. Participates in field trips and other extra-curricular activities as assigned.

14. Performs specialized computer duties: retrieves student data, prepares reports, word processing, spreadsheet functions, and student correspondence.

15. Communicates and enforces program rules and expectations.

16. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES

Position requires knowledge of and ability to:

- Demonstrate organizational skills to independently coordinate a variety of tasks with conflicting demands and prioritize those tasks by level of importance when faced with changing deadlines and workload variations.

- Learn, interpret, and apply relevant grant requirements as well as legal mandates, policies, regulations, guidelines, and operational procedure.

- Excellent oral and written communication skills to interact cooperatively and effectively with faculty, staff and personnel from campus.

- Ability to accept assigned work, validate expectations, problem-solve obstacles, recommend solutions, and follow-up to completion and/or report status of delegated tasks.

- Establish and maintain comprehensive and accurate files and records; prepare concise and complete reports as required.

- Knowledge of academic, economic, social, and cultural needs of disadvantaged students.

- Knowledge of community college and high school philosophy, objectives, organization, and services.

- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students, staff, and community.

- Must be able to work weekends and evenings, as needed. Due to Summer Academies, the schedule during the summer months will require additional hours of work.

MINIMUM REQUIREMENTS

Experience: Two (2) years of full-time equivalent experience working in an educational or counseling environment.

Education: Bachelor’s degree or higher in science, math, engineering, English, Spanish, counseling, or related field.

Desirable Qualifications:

- Experience with TRiO, a grant-based college program or a college student support program.

- Prior experience working with non-traditional populations, low-income, first-generation college, underrepresented, diverse racial and ethnic groups, and disabled students.

SALARY PLACEMENT

Salary placement will be on Range 32 of Classified Represented Salary Schedule B ($3,279.20 - $5,127.20 per month as pro-rated for an 80% position). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,279.20/$3,478.40/$3,676 per month as pro-rated for an 80% position) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 32 hours. Paid holiday, vacation, discretionary, and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending, and stooping; frequently exert 10 to 30 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS

Employees working 32 or more hours per week are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.
**CONDITIONS OF EMPLOYMENT**
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Grant-funded position; continuation of position is contingent upon continuation of grant funding.

**EQUAL EMPLOYMENT OPPORTUNITY**
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

**ABOUT THE DISTRICT**
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 17,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS
Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/offices/humanresources. If you require assistance, please call the Human Resources office at (661) 362-3427 or our TTY Line at (661) 362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5-6 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  1. Please describe your experience working in an educational or counseling environment. Include employer name(s), position title(s), dates of employment, full-time or part-time status (number of hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  2. Do you possess a Bachelor’s degree or higher in science, mathematics, engineering, English, Spanish, counseling, or related field from an accredited institution? (yes/no) If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  3. Describe your experience working with MS Office Suite, including Microsoft Word, Excel, Access, PowerPoint, and Outlook (e-mail). Provide one or more examples of how you have used such programs in the workplace.
  4. Please describe your experience performing administrative support work. Describe how your work supported your manager, department, and programs.
  5. Please describe any experience you have working with TRiO or related student support programs such as EOPS, EOP, Gear Up, etc.
  6. Please describe any experience you have working with disadvantaged or first-generation students. What do you feel are the primary obstacles to their success in college?
  7. Do you have any experience conducting student success workshops? If so, please describe.
  8. Describe your experience working with secondary schools.
  9. Why do you want to work as a “Program Coordinator (TRiO Upward Bound)(80%)” staff member at College of the Canyons?
- **Letters of Reference** are optional.
- **Confidential Recruitment Source Sheet** (optional).

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant's responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:
  Human Resources Office
  (661) 362-3427
  TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of January 5, 2015 and January 12, 2015 and conduct final interviews between the weeks of January 12, 2015 and January 19, 2015. This is an estimated timeline, and is subject to change.

Please note that the college will be closed for Winter Break from December 22, 2014 through January 1, 2015.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.