

PERALTA COMMUNITY COLLEGE DISTRICT – December 2018

CLASSIFIED JOB DESCRIPTION

COORDINATOR (STUDENT EQUITY AND ACHIEVEMENT (SEA))

(Local 1021/Range 95)

Job Code: 001

POSITION SUMMARY

Under the general direction of the Dean of Student Support Services, the SEA Coordinator provides assistance and coordination of the daily operation of Student Equity and Achievement Initiatives and the Welcome Center.

EXAMPLES OF ESSENTIAL DUTIES:

- Directs and coordinates the day-to-day functions of Student Equity and Achievement initiatives and the Welcome Center.
- Assists the Student Support Services Dean with running people soft queries and collaborating with research analysts for data requested to support Student Equity and Achievement activities.
- Reviews and analyzes reports, records, and directives, and confers with others to obtain data required for planning SEA program activities, such as status of work in progress and problems to be handled.
- Assigns or delegates responsibility for specific work or functional activities.
- Devises and disseminates procedures to staff for accomplishing the work of SEA initiatives.
- Provides supervision, resolves problems, prepares work schedules, and/or may set deadlines to ensure timely completion of the SEA programs/activities.
- Collaborates with the Counseling Department Chairs and Dean of Student Support Services to set up and maintain the Counseling department schedule in scheduling software.
- Coordinates activities of the SEA initiatives with related activities of other departments to achieve maximum fulfillment of goals and objectives, and ensure optimum delivery of services.
- Develops and administers the SEA program budget; monitors and analyzes the budget, prepares reports and records budgetary activities for management; develops program/project proposals to secure additional funding.
- Evaluates policies, procedures and practices for accomplishing the SEA objectives and mission and develops and recommends any modifications to improve program efficiency and effectiveness.
- Trains, supervises, and evaluates student employee and peer advisor performance and recommends any corrective or disciplinary action.
- SEA test scheduling and proctoring as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited university or college in a discipline appropriate to the activity, or a directly related field AND four (4) years of experience in performing professional level work in planning and development of a program; or an equivalent

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combination of education and qualifying professional experience that would provide the knowledge, skills and abilities needed to fulfill the duties assigned to the position.

2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Experience and/or knowledge of department coordination in the California Community College System.
- Knowledge of Student Equity and Achievement program requirements and the State Chancellor's Student Success funding formula components.
- Knowledge of:
 - Principles and practices of effective supervision of others.
 - Program evaluation techniques including data collection and analysis.
 - Laws, regulations and guidelines that govern Student Equity and Achievement funding and initiatives.
- Ability to:
 - Plan, organize and schedule the work of others.
 - Train, evaluate and supervise staff.
 - Interpret Title 5 and EdCode as well as local district policies and procedures, and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
 - Prepare and maintain accurate records and reports.
 - Communicate effectively, both orally and in writing.

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

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- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

MENTAL REQUIREMENTS

- flexibility or ability to respond to multiple demands

TOOLS AND EQUIPMENT USED

- Computer
- Standard office machines and equipment
- Multi-line telephones
- Department-specific equipment