

PERALTA COMMUNITY COLLEGE DISTRICT – September, 2021

CLASSIFIED JOB DESCRIPTION

**COORDINATOR/CAREER & TECHNICAL EDUCATION PROGRAMS
(SEIU Local 1021 Salary Range 95)**

CLASS PURPOSE

Under general supervision of the Dean of Career & Technical Education (CTE), Workforce and Contract Education, coordinates program and grant activities and directs outreach to industry, colleges, high-schools and program-related organizations, both state and nationwide.

EXAMPLES OF ESSENTIAL DUTIES:

- Coordinates career education programs and activities including contract and community education, student recruitment activities, industry partnership development, internship and job placement coordination, and grant reporting
- Coordinates meetings, and compiles information to be included in print and online publications for Career and Technical Education Programs
- Assists faculty to coordinate the delivery of professional development and/or industry trainings.
- Coordinates outreach events including CoA Career Discovery Day and campus tours in collaboration with the CoA Outreach office and Mobile CoA
- Invites guest speakers, coordinates workshop logistics and follow-up; continued communication with faculty
- Coordinates development of work-based learning opportunities for CTE students, including identifying and facilitating internship and job placement opportunities
- Coordinates industry partnerships including contract education opportunities, provides logistical support for industry advisory meetings, identifies and keeps track of industry participation (guest speakers, field trips, industry donations, lab assistance, and curriculum resources), and updates the division Employment Training Providers List (ETPL)
- Provides technical support in the development of grant proposals
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

1. Bachelor's degree and four (4) years of experience performing professional-level work in the field of activity; or an equivalent combination of training and qualifying experience that could likely provide the desired knowledge and abilities to perform the duties of 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

- Knowledge of principles and practices of effective supervision of others
- Knowledge of program evaluation techniques and methodology
- Knowledge of budget development and administration
- Ability to plan, organize and direct the work of others
- Ability to train and develop staff assigned to the activity
- Ability to prepare and maintain accurate records and reports
- Ability to communicate effectively in oral and written form
- Respect for the role of community colleges in career & technical education
- Strongly motivated by and interested in personal growth for self and others
- Knowledge of pertinent program offerings within the Division
- Experience using web-based accounting systems
- Experience with website maintenance and proficiency in on-line social networking tools
- Group facilitation and educational event management skills
- Strong interest in CTE and workforce development

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

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