

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR, STUDENT EQUITY

L233.100

BASIC FUNCTION: Under the direction of an administrator, assists with the coordination of student equity programs, projects, and services. Provides program office coordination and oversight, ensuring adequate coverage to support services provided. Provides direction and assistance as needed and/or required. Ensures compliance with equity initiatives, requirements and regulations as well as District policies and procedures, to include those related to student support services.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Assists the Director in the overall planning, designing, implementing and evaluating of student equity programs, projects and services. Develops action plans to correct any issues as required and manages the implementation of these plans in coordination with the Director. Assists in facilitating the continuous improvement of services provided by Student Equity.
- *2. Supports the on-going development and maintenance of the District-wide Student Equity Plan. Works in coordination with the Student Success and Support Program (SSSP) and other student support programs and services.
- *3. Works closely with Institutional Research to assist in the development of appropriate evaluative methodologies, research, statistical reports, and other outcome measurements to identify disproportionate impacts at the college.
- *4. Coordinates special projects as assigned by the Director, to include but not be limited to, in-reach and out-reach activities at District sites, project management, webpage development and maintenance, and presentations for campus groups and community agencies.
- *5. Ensures the accurate and timely dissemination and interpretation of information concerning student equity policies and procedures to staff, faculty, students, and the general public. May conduct group presentations on a variety of policies, procedures, activities, and issues related to Student Equity.
- *6. Develops, prepares, and maintains databases and documents as well as a variety of comprehensive reports, studies and surveys; creates analyses designed to support the success, outcomes, and briefings that contain descriptive, analytical and evaluative content and program review of the Student Equity Program.
7. Assists in the preparation and maintenance of student equity's annual budget; maintains budget records as required.
8. Assists in the development of Program and Student Learning Outcomes; addresses outcomes which pertain to areas of responsibilities.
9. Attends state and local conferences and workshops related to student equity; may represent the Student Equity Program on campus committees or in the absence of the Director.
10. Maintains current knowledge of relevant governmental regulations, the Chancellor's Office guidelines, and legislative and statewide issues that have implications related to the Student Equity Program of the District.
11. Serves on a variety of District committees as requested.
12. Performs related work as required and within the scope of the position.

MINIMUM QUALIFICATIONS:

● EDUCATION AND EXPERIENCE:

- Bachelor's Degree or the equivalent*; **AND**
- Two (2) years of experience in a position directly related to the duties and responsibilities of this class.

* Bachelor's education equivalency equals two years of increasingly responsible work experience for each full year (24-30 units) of college.

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel may be required.

DESIRED QUALIFICATIONS:

- Two (2) years of experience within a student services area at a community college planning and coordinating research projects and assessing project outcomes.
- Experience preparing and maintaining budgets.
- Two (2) years of experience with students and staff from diverse academic, ethnic, socioeconomic, cultural, disability, gender identity and sexual orientation backgrounds (i.e. foster youth, veterans, African American, Native American, Hispanic, Multi-Ethnic, and low income students).

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures; laws and ordinances pertaining to the specific responsibilities of the position; California Education Code and Government Code related to California community colleges; California State Chancellor's Office Student Equity initiatives and regulations; supervisory and managerial concepts and principles; modern office management methods, procedures, and technology; administrative services that support the delivery of higher education, student programs and services within a community college; analysis and evaluation of programs services, projects, activities, and the management of the day-to-day operational needs of a department; website development and maintenance; policy and procedure development and implementation; the use of social media; and budget preparation.

Ability to: apply District and departmental policies, procedures, and regulations; ensure compliance with all laws, regulations, and policies and procedures through effective office leadership and motivation; effectively assist with all Student Equity Program initiatives; plan and coordinate the most effective use of facilities and resources to achieve program goals; comprehend and stay current with laws, regulations, and guidelines from the California State Chancellor's Office related to student equity; accurately assess and understand the needs of students; communicate professionally in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; effectively communicate both orally and in writing; utilize keyboarding skills commensurate with the required functions for this position; analyze correspondence; analyze administrative problems and prepare comprehensive, clear, and concise reports and recommendations; make sound, educated decisions; work independently and within a team; utilize computers to perform advanced-level document production including the complex formatting of documents and publication design, as well as creating, establishing and maintaining charts, databases, and statistical spreadsheets; use a variety of software and hardware; establish and maintain cooperative working relationships with those contacted in the course of work; demonstrate sensitivity to, respect for, and an understanding of the diverse staff and students within community colleges; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately and with confidentiality as required; compile, organize, and use various financial information necessary in the preparation and monitoring of departmental budgets and expenditures.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction and supervision to student and short-term employees and/or other departmental staff as needed and/or required.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

Faculty, staff, administrators, students, and the general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.