

**(Open only to current probationary or permanent CSEA employees)**



## **PROGRAM ASSISTANT**

**(ACE PROGRAM) Languages, Fine Arts & Student Support Dept**

**FILING DEADLINE: January 24, 2012 by 4:00pm**

### **Position Description:**

Under the direction of Dean of Languages, Fine Arts & Student Support, perform a variety of program coordination duties for specialized student programs, including outreach and recruitment, preparation and coordination of program budget, monitoring records, data analysis, and reporting requirements; coordinates program-sponsored trainings, and oversees and trains student peer advisors.

### **\*REPRESENTATIVE DUTIES**

- Conducts outreach and recruitment activities and represents the program and the College with other colleges, high schools, vocational schools, public agencies and employers.
- Provides information and assistance to student, counselors, referral partners, agencies, and the community regarding specific student programs; explains program goals, eligibility criteria, activates, procedures, policies and support services.
- Develops agreements and manages relationships with program support service and referral partners to maintain integrated support service systems for students in these programs and coordinate and verify information.
- Interviews, assesses, and screens potential program participants according to established guidelines; assist in the development of and coordination of the intake process; coordinate the collection of documents and recommend eligibility for program.
- Assist in training new staff as requested; assist with developing work schedules for student workers as assigned; assist in the hiring process of student peer advisors and clerical assistants.
- Assists in developing program budgets, goals, objectives, policies and procedures; monitors budget allocations and expenditures, maintains accounting records and prepares financial reports.
- Plans, coordinates and conducts orientations and workshops.
- Develops and disseminates various outreach materials for specific populations and programs.
- Prepares reports, evaluations, proposals and other documents necessary for funding and successful operation of the program.
- Coordinates class schedule information and facility use for specific college programs.
- Documents methods, processes and systems used in the operation of the assigned programs
- Collects and compiles data and prepares reports as required or assigned, including regular reports on progress towards objectives.
- Maintains current knowledge of program regulations and requirements and monitor compliance to federal and state regulations; attend and conduct various meetings, including on- and off campus workshops.
- Organizes and maintains records management systems, including computerized databases.
- Prepares training descriptions and coordinate and evaluate program-sponsored trainings.
- Attends and supports trainings, including introducing trainers and monitoring training events.
- Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

- Program specific standards and requirements, such as child welfare, Independent Living Program, or Achieving College Excellence (ACE).
- Program coordination principles, including work organization, budgetary principles, practices and Administration.
- Analytical and research principles and techniques.
- Basic functions and programs of a community college or similar educational setting  
Community resources (governmental, community, and social service organizations and their function)
- Sensitivity and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- Personal computers, including database management.
- Analyze problems, evaluate alternatives and make effective and programmatically sound Recommendations.
- Coordinate multiple projects, set priorities and meet critical deadlines.
- Prepare clear, concise and complete reports and other written materials.
- Perform a variety of responsible work involving judgment and requiring accuracy and speed.
- Make effective presentations.
- Handle confidential information and maintain confidentiality.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain accurate records, files, and databases.
- Operate a computer, applicable software, and other office equipment.

**QUALIFICATIONS:**

- Any combination equivalent to an AA degree.
- Two years of related experience.
- Valid California driver's license.

**CONDITIONS OF EMPLOYMENT**

Regular, part-time, 25 hours per week, 10 month per year classified position. Non-duty months are mid-September to mid October (4 weeks); mid-February to mid-March (4 weeks). Hours: Monday–Thursday 9:00am-2:00pm, Friday 11:00am-4:00pm. Range 31 on the CSEA salary schedule: \$21.66/hour to \$26.35/hour (5 Steps); Vacation and sick leave are accrued on a pro-rated basis. Must become a member of the Public Employees' Retirement System (PERS) and the California School Employees Association (CSEA). The District pays the classified employee's contribution to PERS.

**APPLICATION PROCEDURE**

This position is open **ONLY** to current probationary or permanent employees in CSEA positions.

The following items must be received by the final filing date in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application.
- 2) A resume and cover letter.

All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

*\*Job description is pending negotiations with CSEA Union.*

**SUBMIT APPLICATION MATERIALS TO:**

**Hartnell Community College District  
Human Resources and Equal Employment Opportunity  
411 Central Avenue  
Salinas, California 93901  
(831) 755-6706  
Fax: (831) 755-6937  
Email: [work@hartnell.edu](mailto:work@hartnell.edu)**

**Applications available on our website at: [www.hartnell.edu/hr](http://www.hartnell.edu/hr)**

Equal Opportunity Employer