PROGRAM ASSISTANT II
(Ag Institute-Alisal Campus)

FILING DEADLINE: November 6, 2015 by 4:00pm

POSITION DESCRIPTION
Under limited direction, performs a variety of program coordination duties for specialized student programs, grants, or instructional programs including outreach and recruitment, eligibility, preparation and coordination of program budget, monitoring records, data analysis, and reporting requirements; coordinates program-sponsored trainings.

REPRESENTATIVE DUTIES
• Conducts outreach and recruitment activities and represents the program and the College with other colleges, high schools, vocational agencies and employers
• Provides information and assistance to students, counselors, referral partners, agencies, and the community regarding specific student programs, grant, and instructional explains program goals, eligibility criteria, activities, procedures, policies and support services
• Interviews, assesses, and screens potential program participants according to established guidelines; assists in the development of and coordination of the intake process; coordinates the collection of documents and recommends eligibility for assigned program
• Participates in the implementation of student retention strategies including self-advocacy, independence and self-management
• Develops agreements and manages relationships with program support service and referral partners to maintain integrated support service systems for students in these programs and coordinates and verifies information
• Completes academic progress checks and notifies appropriate students at risk of failing to make required progress
• 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
• 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
• Researches, collects and compiles information, statistical and financial data from a variety of sources for the preparation and completion of various projects and special and periodic reports, including regular reports on progress towards objectives; organizes and maintains records management systems
• Provides secretarial support for program as assigned by supervisor
• Maintains current knowledge of program regulations and requirements and monitors compliance with federal and state regulations
• Prepares training descriptions, supports and attends trainings, including outside meetings and conferences
• Acts as a liaison between students and state and federal offices, assists with paperwork and forms
• Provides student referrals to community agencies as appropriate Assists in training new staff as requested; assists with developing work schedules for student workers as assigned; assists in the hiring process of student peer advisors
• Performs related duties as assigned

KNOWLEDGE AND ABILITIES
• 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
• 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 spreadsheet programs, and word processing programs
• Public relations principles and practices
• Correct English usage, grammar, spelling, punctuation, and vocabulary
• Use and operation of a wide variety of materials and equipment in the office assigned
• Modern office practices, procedures, and equipment
• Basic mathematics
• Interviewing techniques
• Federal, state, and local financial aid requirements, programs, and regulations, at a basic level
• State and national eligibility requirements for students and professionals in assigned programs
• Public speaking techniques
• Analyze situations accurately, evaluate alternatives, make effective and programmatically sound recommendations, and adopt an effective course of action.
• Use good judgment in recognizing the scope of authority as delegated
• Demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.
• 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
• Communicate effectively in both oral and written form using appropriate and correct English spelling, grammar and punctuation
• Maintain security and confidentiality of records and information
• Establish and maintain effective work relationships with those contacted in the performance of required duties
• Operate a computer, applicable software, and other office equipment
• Determine eligibility of students for appropriate services, accommodations and funding for the program to which assigned
• Interpret, communicate, and apply complex rules, regulations, policies and procedures related to assigned program, effectively.
• Work independently with little direction
• Work effectively with frequent interruptions
• Train and provide work direction to others
• Use word processing, spreadsheet, data base and presentation software proficiently and accurately
• Perform arithmetical calculations with speed and accuracy

**MINIMUM QUALIFICATIONS**

- Any combination of education and experience equivalent to an Associate’s degree **AND** three years of increasingly responsible administrative support or related experience OR the equivalent combination of training and experience that would indicate possession of the knowledge, skills, and abilities in this job descriptions.
- Bilingual (English/Spanish), desired.
- Knowledge of the Salinas Valley Ag industry and the people involved, desired.

**CONDITIONS OF EMPLOYMENT**

Regular, full-time, 40 hours per week, 12 months per year classified position. **Hours**: Monday through Friday 8am-5pm. Must be able to work occasional early morning and/or late evenings and occasional weekends for advisory meetings and events. Range 31 on the CSEA salary schedule: $4,388/month to $5,337/month (5 Steps). District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-paid life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association (CSEA) and the Public Employees’ Retirement System (PERS). **This position is grant-funded and therefore contingent on the renewal of the award.**

**APPLICATION PROCEDURE**

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
3) College/university transcripts

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.

**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

Applications available on our website at:  
[http://www.hartnell.edu/employment-opportunities-classifiedsupport-staff](http://www.hartnell.edu/employment-opportunities-classifiedsupport-staff)  
Equal Opportunity Employer