ATTACHMENT A

OHLONE COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR – MULTICULTURAL CENTER
COORDINATOR (CENTER) RANGE 38

BASIC FUNCTION:
Under the direction of the administrator, create, develop, administer and implement services offered by the Multicultural Student Center (Center); collaborate and work with constituents to develop and implement the Center’s goals, objectives, policies and procedures; coordinate and assist with the preparation of proposals, plans and applications for funding of the Center’s programs; support and advance the campus culture of diversity, equity and inclusion amongst the student body with a focus on disproportionately identified (DI) populations particularly African American, Latinx, and First Generation students; responsible for day-to-day operations of the facility, and for fostering a welcoming environment for students and visitors of the Center; support the administrator’s goals and objectives for the Center and work in collaboration with the Center’s advisory board as directed; perform other duties as assigned.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:

Under direction, coordinate, plan, and organize the development and implementation of the Center’s goals, objectives and priorities; identify resource needs for DI students; recommend and implement policies and procedures;

Create, develop, administer and implement support services for the Center; collaborate and coordinate with similar services at the district to offer wrap-around services for DI populations;

Coordinate and plan the day-to-day operation of the Center including facilitating activities with students;

Promote and organize educational opportunities, mentorship, tutoring, social interaction, health and wellness, and cultural events for DI students and connect students with campus resources;

Collaborate with a team of student support services professionals to implement and promote the overall mission of the Center;

Advocate for the needs of DI and undocumented students including identifying resources and referring to other support on campus;

Provide technical information and assistance to the administrator’s regarding assigned functions; assist in the formulation and development of goals, policies, procedures and programs; identify resources and needs and provide recommendations to the administrator.
Prepare and maintain a variety of narrative and statistical reports as necessary; Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provide coaching, mediation and intervention services for students in conflict as necessary.

Participate in the development of the annual budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Supervise and train students as needed.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Cultural humility Intersectionality.
Planning, organization, coordination and implementation of programs designed to assist DI students. Title V rules and regulations.
College administrative procedures
Financial aid, admissions and records policies.
College policies and procedures.
Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Participate in the development and implementation of the Center’s goals and objectives, policies and priorities.
Approach situations with challenges and flexibility
Coordinate multiple high priority tasks
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor's degree in related field; and one-year experience with increasingly responsible experience in student services, counseling, behavioral science, or student affairs.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting and Standing for extended periods.
Pushing, pulling, lifting and carrying up to 30 pounds

Legend:
Tentative Agreement – October 2020
CSEA Ratification – December 2020
Board of Trustees approval – January 2021