



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Categorical Program Coordinator	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	29	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Program Director or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist in coordinating the day-to-day activities and operations of a select categorical program, such as EOPS/CARE, DSPS, Gateway to College, TRiO, Student Equity, etc., and to coordinate program funds and records; to determine program eligibility in accordance with established guidelines; to monitor student academic progress; and to provide outreach and recruitment activities to local school sites and community agencies. Employees in this classification receive limited supervision within a framework of standard policies and procedures and perform a variety of responsible student support functions. This job class requires excellent organizational and communication skills, as well as a high degree of positive contact with students, staff, and the public.

TYPICAL DUTIES

- Assists in planning, coordinating, and evaluating program operations and activities; assists in the preparation of operational and statistical reports.
- Assists with development of program budgets; maintains and monitors program budget accounts, expenditures, and other records; prepares purchase orders and processes payments.
- Receives, handles, and processes confidential student information and requests, ensuring that security and strict rules of confidentiality are maintained.
- Establishes, maintains, and compiles computerized and manual records including student files, reports, correspondence, and related documents.
- Assists with program in-take procedures: receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and determines program eligibility and extent of support in accordance with established rules, regulations, policies, and procedures.

POSITION DESCRIPTION**POSITION TITLE: Categorical Program Coordinator**

- Oversees and coordinates projects such as book loan program and lending library.
- Provides orientation and overview to new students.
- Promotes program: identifies and recruits potential participants; develops brochures, fliers, and other promotional materials; makes presentations to appropriate groups.
- Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned program and services to ensure proper tasks and activities occur as scheduled.
- Monitors individual student academic progress, identifies barriers to success, and refers students to other college and community support services as appropriate.
- Acts as information source regarding program policies, procedures, and requirements.
- Serves on advisory boards; provides information and seeks recommendations regarding issues which impact the program.
- May make referrals to childcare and other social services and campus and community support programs as needed. Serves as a liaison with county welfare department, social services department, and other community agencies.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- proper office methods, practices, and procedures, including computerized record keeping systems
- basic procedures, practices, and purposes of categorical programs
- general needs of low-income, educationally disadvantaged, and single parent students
- principles, methods, and procedures for conducting outreach/recruitment activities for Student Services Programs

Ability to:

- learn district, state and national policies and procedures as applicable to the program
- plan, organize, and prioritize work
- enforce established program regulations and requirements
- effectively and tactfully communicate in both written and oral forms
- establish and maintain accurate record keeping systems and files and assist in the preparation of related reports

POSITION DESCRIPTION

POSITION TITLE: Categorical Program Coordinator

- understand and follow oral and written instructions in an independent manner
- establish and maintain effective work relationships with those contacted in the performance of required duties

QUALIFICATIONS

Education/Experience Required:

- Combination of training, education, and experience equivalent to an A.A. Degree.
- Direct experience working with low-income, educationally disadvantaged and ethnic minority students in a high school or college setting.
- Sensitivity toward students from diverse backgrounds, including re-entry and first-generation college students.
- Higher education experience working with categorical programs is desirable.

APPROVALS

Date Created/Revised: 04-14-15

Cabinet Reviewed: 04-14-15

Board Approved: 05-13-15

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)