



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

<b>POSITION TITLE:</b>	Project Coordinator – Registered Apprenticeship (Grant Funded)		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	15		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Senior Project Coordinator – Forest Health Grant or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Project Coordinator – Registered Apprenticeship performs a variety of complex and highly responsible administrative and program support activities for the California Apprenticeship Initiative (CAI) Registered Apprenticeship grant program. This grant supports workforce development of a new generation of logging and forest workers critical to the State's plans for forest health management throughout the Far North region. Incumbents in this position manage grants and partner with industry to develop and facilitate workforce development. The Project Coordinator performs budgetary, organizational, supervisory, problem solving, and decision-making tasks under the direction of the Senior Project Coordinator. Employees in this position receive minimal supervision within a framework of standard policies and procedures. This is an administrative, overtime exempt position.

**TYPICAL DUTIES**

*Essential Functions:*

- Administers the day-to-day activities and operations of the CAI Registered Apprenticeship program, determines apprenticeship eligibility requirements, and establishes appropriate guidelines.
- Represents the District in a variety of meetings in support of the CAI Registered Apprenticeship program and activities; explores, coordinates, and implements expansion of apprenticeship opportunities with other Far North districts.
- Tracks apprenticeship participation with various industry partners and monitors apprentice outcomes upon completion of the apprenticeship period.
- Provides data, conducts research, manages special projects, creates schedules, and provides other relevant information pertaining to the CAI Registered Apprenticeship program for internal and external stakeholders.
- Resolves issues effectively, provides accurate reports, and ensures program objectives and policies are properly implemented.

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- Monitors and controls expenditures in line with established program budgets; compiles, analyzes, prepares, and submits progress reports; and prepares and submits required state and institutional fiscal and accounting records.
- Compiles, maintains, and reviews computerized files and records.
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles, procedures, objectives, and practices of apprenticeship programs.
- Budget implementation and management procedures.
- Effective oral and written communication skills.
- Effective analytic, interpersonal, negotiation, and organizational skills.
- Interpersonal skills using tact, patience, and courtesy with stakeholders from diverse socioeconomic, cultural, disability, and ethnic backgrounds
- Principles of administration, leadership, and supervision, including planning, organizing, assigning and reviewing work, performance standards, evaluation, discipline, and employee selection and development.
- Standard computer operation and applicable software programs including database and word processing applications.
- Diverse academic socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

*Ability to:*

- Learn and implement District policies and procedures, California Education Code regulation, state and federal laws and apply sound judgement in a variety of procedural situations.
- Administer the day-to-day activities and operations of the program.
- Effectively relate to a diverse student population that includes a wide range of ages, socioeconomic status, cultural affiliations, and ethnic backgrounds.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Analyze data and prepare comprehensive written and oral reports for a variety of stakeholders.
- Work effectively under pressure, prioritize tasks, and meet multiple deadlines.
- Communicate effectively orally and in writing.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Exercise tact, diplomacy, and good judgement in all stakeholder interactions.

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- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.
- Present information in a variety of public presentation settings effectively.

**QUALIFICATIONS**

*Education Required:*

- Bachelor’s degree in a related field or equivalent education

*Experience Required:*

- Two years related work experience
- Demonstrated sensitivity toward and effective cooperation with diverse stakeholder communities.

**APPROVALS**

Date Created/Revised:	10/2019
Cabinet Reviewed:	10/2019
Board Approved:	11/13/2019

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)