

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate the maintenance and implementation of an assigned program; assist students within an assigned program to achieve educational, vocational and personal growth goals.

REPRESENTATIVE DUTIES:

Coordinate the administration of an assigned program; initiate and coordinate activities designed to achieve departmental/program goals. *E*

Develop and coordinate orientations, seminars and workshops designed to familiarize students with educational and career opportunities. *E*

Assist in coordinating a public information and relations program to familiarize students with the services and programs at the college; develop and coordinate community outreach activities. *E*

Monitor student progress and perform follow-up surveys on programs, courses and student success. *E*

Advise and assist students with enrollment procedures; promote student retention through support, encouragement and guidance; participate in coordinating program with outside participating agencies. *E*

Advise and assist students in need with obtaining student services from campus and/or community resources through referral to these offices or agencies; support internship programs as assigned. *E*

Participate in the educational advising training program. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College application and enrollment procedures.

Student services available at the college.

Modern office procedures, methods and equipment.

Uses and applications of computer equipment.

Correct English usage, spelling, grammar and punctuation.

ABILITY TO:

Communicate information to individuals and small groups.

Interpret and apply the policies and procedures of the college and assigned program.
Interact with and motivate others.
Maintain records and prepare reports.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree and two years of increasingly responsible program planning experience, including experience working with students in an academic environment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | | | |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
-
- | | | |
|----------|----|--------------------------------------------------------------------------------------------|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>4</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.

Program Coordinator Job Posting



Kern Community College District

Program Coordinator, Basic Needs (COF)

SALARY	\$4,227.69 - \$5,973.61 Monthly	LOCATION	Ridgecrest, CA
JOB TYPE	Classified	JOB NUMBER	FY22-2300601
COLLEGE	Cerro Coso Community College	OPENING DATE	11/01/2023
CLOSING DATE	Continuous		

Basic Function

This position is contingent on funding.

Under the direction of an assigned supervisor, coordinate the maintenance and implementation of an assigned program; assist students within an assigned program to achieve educational, vocational and personal growth goals.

Key Characteristics:

- i. Developing on- and off-campus partnerships to provide available resources to students at all campus locations, including coordination with state and county entities such as; CapK, Salvation Army, and Social Services, to ensure that students have access to community-based services.
- ii. Facilitate the Basic Needs Referral process through Maxient to Identify, support, and link students to on- and off-campus housing, food, mental health, and other basic needs services and resources.
- iii. Oversee the CC Marketplace Basic Needs Center on campus and at other site locations, along with supervising student workers supporting the daily stocking of the center.
- iv. Provides leadership in coordinating student equity and achievement and basic needs strategies through collaboration with faculty, staff, administrators, and students.
- v. Coordinating with the campus offices (financial aid, EOPS, etc.) to ensure students are receiving the maximum aid available while ensuring that students receive support in accessing CalFresh, Medi-Cal, Cover California, and other public benefits for which they are likely eligible.
- vi. Participates in outreach efforts. Determines needs and makes appropriate referrals and follow-up arrangements with relevant service agencies and local high school contacts. Encourages underrepresented and disadvantaged students to enroll in appropriate educational programs.

Representative Duties

Coordinate the administration of an assigned program; initiate and coordinate activities designed to achieve departmental/program goals.

Develop and coordinate orientations, seminars and workshops designed to familiarize students with educational and career opportunities.

Assist in coordinating a public information and relations program to familiarize students with the services and programs at the college; develop and coordinate community outreach activities.

Monitor student progress and perform follow-up surveys on programs, courses and student success.

Advise and assist students with enrollment procedures; promote student retention through support, encouragement and guidance; participate in coordinating program with outside participating agencies.

Advise and assist students in need with obtaining student services from campus and/or community resources through referral to these offices or agencies; support internship programs as assigned.

Participate in the educational advising training program.

Perform related duties as assigned.

Minimum Qualifications

Any combination equivalent to: Associate degree and two years of increasingly responsible program planning experience, including experience working with students in an academic environment.

Knowledge and Abilities

KNOWLEDGE OF:

College application and enrollment procedures.

Student services available at the college.

Modern office procedures, methods and equipment.

Uses and applications of computer equipment.

Correct English usage, spelling, grammar and punctuation.

ABILITY TO:

Communicate information to individuals and small groups.

Interpret and apply the policies and procedures of the college and assigned program.

Interact with and motivate others.

Maintain records and prepare reports.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

SALARY RANGE

\$4,227.69 - \$5,973.61 monthly

Maximum Entry Level Salary: \$4,441.72 monthly

SPECIAL INSTRUCTIONS

First Review of Applications: Complete application packets will be accepted until the position is filled; but those received by **November 15, 2023** are assured consideration. The College reserves the right to extend time limits or reinstate the recruitment/selection process at any point.

Completed application packet must include:

Completed Online Application for Employment form

Current resume

Letter of interest (Cover Letter)
Copy of legible transcripts, if applicable
List of five (5) professional references – Listed on application form

It is the applicant's responsibility to redact (or remove) any personal information from all documents prior to uploading. This includes Social Security Numbers, Date of Birth, and any photos of the applicant.

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements. [EEO Plan 2021-2024](#)

Note: The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics or any other characteristic protected by federal, state or local law, in any of its policies, procedures or practices. [Discrimination Free Work Environment](#)

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

Agency

Kern Community College District

Director, Information Technology
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, Information Technology, reports to the College President. Major duties include overall responsibility for the effective and efficient operation of information systems for the college and coordination of efforts with the Information Technology Directors and Managers across the Kern Community College District.

Examples of Duties

1. Plan, direct, and supervise the daily operations for information technology for the College administrative and instructional applications.
2. Direct and manage the acquisition, installation, and maintenance of computers, operational software, and the computing network on each college campus.
3. Coordinate with the appropriate college administrators to provide resources to assist college faculty and staff in the implementation of a variety of technologies for the classroom.
4. Manage the technology, equipment, and software computer labs.
5. Manage student workers and supervise the Computer Commons.
6. Oversee installation, training, and service of copiers/printers on campus.
7. Coordinate with appropriate college administrators to provide college wide training and assistance on the use of software and hardware in instructional and administrative uses.
8. Select, train, supervise, and conduct regular evaluations of technical support personnel. Develop strategies to maximize the use of staff to provide effective and timely services to the college community.

Example of Duties (continued)

9. Plan, develop, and manage the annual budget for information technology (IT).
10. Assist in the development of vendor relations for effective negotiation, contract management, implementation and ongoing support of IT hardware and software purchases
11. Lead the appropriate strategic planning processes for information technology to ensure alignment of College and District strategic plans.
12. Participate in the development of user manuals and job aids.
13. Coordinate the development and the update of all systems documentation.
14. Train and provide assistance to the appropriate staff to insure effective operation and use of the distance learning classrooms.
15. Work with district staff to provide a seamless and effective infrastructure for technology and distance education.
16. Serve on College and District committees as assigned. Represent the College and/or District at local, regional, state, and national meetings/conferences as assigned.
17. Support the campus Internet and Intranet activities.
18. Work with District staff to oversee the operation of the campus network including all outreach centers.
19. Participate in District wide efforts to development or acquire specific system software for staff and faculty needs.
20. Coordinate with peers on other college campuses in the Kern Community College District in matters of technology.
21. Cerro Coso Community College specific duties
 - a. Coordinate with KRV/Edwards and Eastern Sierra College Center Directors to assess the remote campuses technological needs and service. This includes, providing appropriate levels of support staff, network connectivity, and applications that supports quality of learning across a large service area.
 - b. Manage, design and deploy the technology and equipment for all smart classrooms and instructional media carts.
 - c. Provide, support, and manage multimedia equipment for campus events.
 - d. Provide support of hardware and software for third party testing centers.

Minimum Qualifications

- Bachelor's degree, preferably in Management of Information Systems or a related field.
- Six years of experience in the management of Information Systems including server and network administration.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Formalized systems analysis techniques, project management, structured design techniques, and information systems implementation modeling.
- Network operating systems and network management tools; audiovisual equipment; distance education equipment; television operations and cabling infrastructures.
- Computer hardware and software applicable to an educational environment; and of peripheral hardware commonly used in academic computing.

Ability to:

- Supervise others.
- Coordinate and facilitate complex technological undertakings.
- Establish and maintain effective working relationship with others.
- Plan, develop, and manage a department operational budget.
- Plan, organize, and manage complex purchase processes, including negotiations with vendors for hardware and software acquisitions.
- Perform short-and-long-range planning to effectively manage personnel and materials processes of the College information technology department.
- Interpret laws, rules, and regulations affecting community college fiscal, attendance, and personnel accounting.
- Compile clear, accurate statistical reports.
- Logically and realistically evaluate systems and procedures.
- Evaluate and assign staff for efficient operation of the department.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

10/14/07

Director of IT Job Posting



Kern Community College District Director, Information Technology

SALARY	\$114,407.04 - \$150,111.96 Annually	LOCATION	Ridgecrest, CA
JOB TYPE	Management - Classified Administrator	JOB NUMBER	FY23-2400708
COLLEGE	Cerro Coso Community College	DEPARTMENT/DI VISION	Information Technology Services
OPENING DATE	07/24/2024	CLOSING DATE	Continuous

Basic Function

The Director, Information Technology, reports to the College President. Major duties include overall responsibility for the effective and efficient operation of information systems for the college and coordination of efforts with the Information Technology Directors and Managers across the Kern Community College District.

Representative Duties

1. Plan, direct, and supervise the daily operations for information technology for the College administrative and instructional applications.
2. Direct and manage the acquisition, installation, and maintenance of computers, operational software, and the computing network on each college campus.
3. Coordinate with the appropriate college administrators to provide resources to assist college faculty and staff in the implementation of a variety of technologies for the classroom.
4. Manage the technology, equipment, and software computer labs.
5. Manage student workers and supervise the Computer Commons.
6. Oversee installation, training, and service of copiers/printers on campus.
7. Coordinate with appropriate college administrators to provide college wide training and assistance on the use of software and hardware in instructional and administrative uses.
8. Select, train, supervise, and conduct regular evaluations of technical support personnel. Develop strategies to maximize the use of staff to provide effective and timely services to the college community.
9. Plan, develop, and manage the annual budget for information technology (IT).
10. Assist in the development of vendor relations for effective negotiation, contract management, implementation and ongoing support of IT hardware and software purchases
11. Lead the appropriate strategic planning processes for information technology to ensure alignment of College and District strategic plans.
12. Participate in the development of user manuals and job aids.
13. Coordinate the development and the update of all systems documentation.
14. Train and provide assistance to the appropriate staff to insure effective operation and use of the distance learning classrooms.

15. Work with district staff to provide a seamless and effective infrastructure for technology and distance education.
16. Serve on College and District committees as assigned. Represent the College and/or District at local, regional, state, and national meetings/conferences as assigned.
17. Support the campus Internet and Intranet activities.
18. Work with District staff to oversee the operation of the campus network including all outreach centers.
19. Participate in District wide efforts to development or acquire specific system software for staff and faculty needs.
20. Coordinate with peers on other college campuses in the Kern Community College District in matters of technology.
21. Cerro Coso Community College specific duties:
 - a. Coordinate with KRV/Edwards and Eastern Sierra College Center Directors to assess the remote campuses technological needs and service. This includes, providing appropriate levels of support staff, network connectivity, and applications that supports quality of learning across a large service area.
 - b. Manage, design and deploy the technology and equipment for all smart classrooms and instructional media carts.
 - c. Provide, support, and manage multimedia equipment for campus events.
 - d. Provide support of hardware and software for third party testing centers.

Minimum Qualifications

- Bachelor's degree, preferably in Management of Information Systems or a related field.
- Six years of experience in the management of Information Systems including server and network administration.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Formalized systems analysis techniques, project management, structured design techniques, and information systems implementation modeling.
- Network operating systems and network management tools; audiovisual equipment; distance education equipment; television operations and cabling infrastructures.
- Computer hardware and software applicable to an educational environment; and of peripheral hardware commonly used in academic computing.

Ability to:

- Supervise others.
- Coordinate and facilitate complex technological undertakings.
- Establish and maintain effective working relationship with others.
- Plan, develop, and manage a department operational budget.
- Plan, organize, and manage complex purchase processes, including negotiations with vendors for hardware and software acquisitions.
- Perform short-and-long-range planning to effectively manage personnel and materials processes of the College information technology department.
- Interpret laws, rules, and regulations affecting community college fiscal, attendance, and personnel accounting.
- Compile clear, accurate statistical reports.
- Logically and realistically evaluate systems and procedures.
- Evaluate and assign staff for efficient operation of the department.

SALARY RANGE

\$ 114,407.04 - \$ 150,111.96 annually

Maximum Entry Level Salary: \$ 120,198.90 annually

SPECIAL INSTRUCTIONS

First Review of Applications: Complete application packets will be accepted until the position is filled; but those received by **August 7, 2024**, are assured consideration. The College reserves the right to extend time limits or reinstate the recruitment/selection process at any point.

Completed application packet MUST include:

- Completed Online Application for Employment form
- Current resume
- Letter of interest (Cover Letter)
- Copy of legible transcripts
- List of five (5) professional references – Listed on application form

It is the applicant's responsibility to redact (or remove) any personal information from all documents prior to uploading. This includes Social Security Numbers, Date of Birth, and any photos of the applicant.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (NACES) or Academic Credentials Evaluation Institute, INC. (ACEI). A copy of the evaluation must be submitted with your on-line application.

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements. **EEO Plan 2021-2024**

Note: The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics or any other characteristic protected by federal, state or local law, in any of its policies, procedures or practices. **Discrimination Free Work Environment**

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

Agency

Kern Community College District