COORDINATOR, Math/Science Upward Bound
TRIO Grants-Temporary Funded
Academic Management Position
100% - 12 months
#114

This position is temporarily funded through August 31, 2017.
Exempt Position: This is an exempt position and is not subject to overtime pay.
Management earn 22 vacation days per fiscal year.

Closing Date: Tuesday, July 12, 2016 by 5:00 p.m.

DEFINITION:
Under general direction of the Dean, Student Services, administers a program funded by a federal Department of Education grant such as TRIO.

This class is responsible for planning, organizing, managing and evaluating the operations and activities of a TRIO program. Incumbents work independently within the framework of established policies, procedures and guidelines and ensure program objectives, timetables and reporting requirements are met.

The Coordinator develops and administers services to facilitate the college-readiness and success of low-income and first generation middle and high school students. Math/Science Upward Bound is funded by a United States Department of Education TRIO grant. Its purpose is to identify and serve eligible students by providing opportunities for their academic development, assisting students with college preparation and motivating students toward the successful completion of a high school diploma and postsecondary enrollment with Science, Technology, Engineering and Mathematics (STEM) fields.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):

- Plans, manages and participates in program activities. Develops plan of operations for the academic year and/or summer program. Develops and implements policies and procedures. Ensures compliance with applicable district, county, state and federal policies, codes, laws and regulations.
- Supervises and participates in identifying, recruiting, selecting, assessing and advising program participants. Monitors participant involvement and maintains appropriate documentation.
- Plans, implements and coordinates program events and activities such as field trips, tutorial services and workshops.
- Develops and manages program budget; approves and monitors expenditures.
- Supervises program staff, including interviewing, hiring, training, evaluating and providing for professional development.
- Prepares appropriate fiscal and annual performance reports.
REPRESENTATIVE DUTIES (CONTINUED):
• Participates in researching and preparing grant proposals.
• Establishes and maintains relationships with schools, external agencies and community organizations to accomplish program goals.
• Prepares marketing and informational materials to publicize program and educate participants; engages in outreach activities to schools, participants and their parents.
• Performs related duties as assigned.

KNOWLEDGE OF:
• Principles and practices of program coordination including data and budget management.
• College admission requirements.
• District curriculum and instructional programs.
• Educational and socio-economic issues affecting disadvantaged high school students.
• Effective oral and written communication and presentation skills.
• Modern office practices, procedures, equipment and software applications.

ABILITY TO:
• Perform long-range program planning.
• Convert program goals into action plans.
• Plan and implement events that support program goals.
• Ensure programs meet objectives, goals and results.
• Ensure compliance with local, state and federal guidelines, policies, rules and regulations.
• Select, supervise, train and evaluate staff; prioritize and assign work to meet timelines.
• Prepare, interpret and evaluate a variety of narrative and statistical data and reports.
• Work in a multiethnic environment with students who have a variety of learning styles and abilities.
• Establish and maintain effective working relationships with other academic institutions, faculty, staff, students and the public.

EDUCATION AND EXPERIENCE:
• Master’s degree in counseling, education, humanities, social sciences, or a related field
  AND
• Three years of experience in an educational institution at the postsecondary level or a community based organization serving a similar population.

DESIRABLE QUALIFICATIONS:
• At least one year of supervisory or management experience in education or other social agency serving the target population;
• Direct experience with TRIO programs;
• Demonstrated ability to work in a multiethnic environment with students at the community college level who have a variety of learning styles and abilities;
• Demonstrated data management, budget and supervisory skills; and
• Demonstration of having overcome disadvantages similar to those of the target population of the area is preferred.

OTHER LICENSES AND REQUIREMENTS:
• Possession of a valid driver’s license.
• Ability to travel.

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.
ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SALARY AND BENEFITS:
This position is an M-5 on the District Management Association Salary Schedule which is available online at http://www.pasadena.edu/hr/compensation.cfm. Salary and other terms of employment are competitive. Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Applications completed and received by 5:00 p.m. on Tuesday, July 12, 2016 will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.
• The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

1. A list of at least five references (name, address, phone number and position), including your last supervisor, and at least one of each of the following: peer, direct report, and faculty.
2. A letter of interest addressing the selection criteria and extent of experience listed under “The Representative Duties,” “Knowledge and Abilities,” and “Education and Experience” headings.
3. Professional resume.
4. Transcripts (unofficial copies are acceptable). Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 80% of our students receive the Board of Governor’s Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to www.pasadena.edu.
MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer