COORDINATOR, Upward Bound Program
TRIO Grants-Temporary Funded
Academic Management Position
100% - 12 months
#113

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: Thursday, March 10, 2016 by 4:00 p.m.

DEFINITION:
Under the direction of the Associate Vice President of Student Affairs, the Upward Bound Coordinator manages and provides leadership to the Pasadena City College Upward Bound Programs. The coordinator develops and administers services to facilitate the college-readiness and success of low-income and first-generation high school students. 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, persistence and completion.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
- Provides management and supervision of the Upward Bound Programs in accordance with federal and college regulations, policies and procedures. Plans and supervises all activities and services, including activities at the participating high schools and field trip sites.
- Responsible for the compliance with all Federal and other applicable regulations and requirements of the U.S. Department of Education TRIO grant, including supervision of budget expenditures and completion of appropriate fiscal and annual performance reports.
- Supervises and implements all activities related to the identification, recruitment, selection, assessment, and advisement of Upward Bound Search participants each year.
- Coordinates tutorial services at school sites.
- Interviews, hires, trains, and supervises all program staff, including, regular, hourly and student staff in accordance with college policy and program requirements.
- Develops and provides information (in individual and group settings) to participants and their parents related to college admission requirements, scholarships opportunities, and the financial aid applications process.
- Plans and implements academic, career and financial aid advising activities.
- Plans and implements self-development and motivational workshops for students and parents, which may include guest speakers.
- Establishes and maintains ongoing relationships with two-year and four-year institutions and other agencies to accomplish the goals of the program.
REPRESENTATIVE DUTIES (CONTINUED):
• Plans and implements professional development and orientation activities for program staff.
• Collaborates with Pasadena City College Grants Office to research and prepare grant proposals to ensure continued funding of the program and any specialized services within.
• Monitors participant involvement and maintain appropriate documentation of participant records in electronic databases and student files.
• Collaborates with Pasadena City College Research Analysts in implementing formative and summative programs.
• Works with Director of Public Relations to publicize the program on campus, the target high schools and middle schools and to the Pasadena City College community.
• Perform other related duties as assigned.

KNOWLEDGE OF:
• The mission and changing role of the community college in meeting the workforce needs of the community;
• The California Education Code, Title V and other state, federal, and local laws, regulations, restrictions and requirements as they apply to the community college;
• College governance structure and processes;
• District organization, operations, policies, and objectives;
• Office productivity software such as Microsoft, Word, Excel, Outlook, Access;
• Modern office procedures, practices and equipment;
• Interpersonal skills including tact, patience, and diplomacy;
• Oral and written communication skills; and
• Principles and practices of effective administration, supervision, and training.

ABILITY TO:
• Assist in the development, direction and coordination of policies, programs and services;
• Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation, and California Education Code;
• Effectively counsel and assist staff, faculty, administrators, and the public;
• Communicate effectively both orally and in writing;
• Review and analyze data for accuracy and completeness and make recommendations;
• Research and assist in resolving issues involving data fields contained within specialized software;
• Work closely and effectively with instructional areas;
• Meet schedules and timelines;
• Establish and maintain positive and effective working relationships with others;
• Maintain records and prepare reports;

• Work independently with limited direction;
• Interact with others using tact, patience and courtesy;
• Train and evaluate staff and assign and review the work of others;
• Provide tactical planning;
• Ability to multitask at varying levels of detail;
• Organize relatively complex projects or activities that are interdepartmental in scope;
• Embrace a vision and coordinate details of implementation;
• Operate a computer and various software programs; and
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff and community.

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;
DESI RABLE QUALIFICATIONS (CONTINUED):
• 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 4:00 p.m. on March 10, 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.
SUPPORTING DOCUMENTS (CONTINUED):
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