



Coast Community College District
**Student Services Program Coordinator - Dual
 Enrollment (IN-HOUSE ONLY)**

SALARY	\$72,592.57 - \$97,869.59 Annually	LOCATION	Huntington Beach, CA
JOB TYPE	Classified Staff	JOB NUMBER	G-017-25
DIVISION	Golden West College	OPENING DATE	12/10/2024
CLOSING DATE	1/7/2025 11:59 PM Pacific		

Definition

(ON-CAMPUS - in-person position)

IN-HOUSE ONLY:

This position is open to internal (permanent and temporary) Coast Community College District (CCCD) employees to apply. External candidates are not eligible to apply. If you are not a current active employee with CCCD, please do not apply at this time.

About Golden West College

Located in beautiful Huntington Beach, California, Golden West College is a two-year college, serving over 10,500 students on a 122-acre campus. GWC offers over 60 Associate degrees, a strong university transfer program, more than 40 Career

and Technical Education certificates, community education, and extensive student support services. Founded in 1966, Golden West College has been widely recognized for its pioneering leadership in designing learning-centered programs and services for its students. Additionally, GWC is an officially designated Hispanic-Serving Institution (HSI) and has an eligibility designation as an Asian American Native American Pacific Islander-Serving Institution (AANAPISI).

At Golden West College we are committed to providing high quality education and equitable outcomes through inclusive practices that support and celebrate everyone. We welcome candidates that share our devotion to educating and improving the lives of our representative students, employees, and community populations. Please visit the links below to learn more information about GWC:

- [Mission, Vision and Values](#)
- [GWC Vision 2030 Comprehensive Master Plan](#)
- [GWC Employee-Student Demographics](#)

Summary

The Student Services Program Coordinator performs a variety of complex and technical duties in support of specially funded student services programs. Incumbents in this classification are responsible for the administrative coordination of program communications, planning, reporting and a variety of complex activities in support of their assigned program(s).

The Department of Dual Enrollment at Golden West College creates equity-focused dual enrollment opportunities for local high school students. The department supports student registration and educates students and parents about dual enrollment courses. The department also works with high schools to develop dual enrollment Career and College Access Pathways (CCAP).

Distinguishing Career Features

The Student Services Program Coordinator provides administrative support to the effective performance of targeted, specially funded programs that enhance exposure to and engagement of specific student populations such as, but not limited to, those in international programs and co-curricular activities. The Student Services Program Coordinator must demonstrate success in working with a wide range of students of varying ability and background, including economically, socially, and culturally diverse students of different ethnic backgrounds.

The Student Services Program Coordinator will learn and demonstrate competent knowledge of student visa and travel requirements. The Student Services Program Coordinator must also demonstrate the ability to organize, sequence, and lead activities that include collaboration with other District or campus services and outside organizations.

Essential Duties and Responsibilities

1. Plans, organizes, and facilitates activities and programs to develop students' skills in a variety of student services and

programs.

2. Assists in program planning phases and implements programs to enhance student engagement through activities such as, but not limited to, multi-cultural enhancement, social introduction, workshops, and support that provides easy access to services and resources.
3. Conducts information and advisement sessions related to specific student requirements of assigned programs, divisions and/or departments. Ensures reporting obligations are met on the state and federal levels.
4. Assists students with identifying opportunities, processing applications, and ongoing support to those actively engaged in a variety of college-sponsored programs including, but not limited to, study abroad, Associated Students, multi-cultural events, etc.
5. Collaborates with various college departments and/or divisions to provide various in-service training and volunteer experiences on campus and in the community designed to enhance acceptance and participation in co-curricular activities such as student government and leadership.
6. Works closely with students, staff, management, faculty, and administrators concerning best business practices, customer service, coordination of committees and multiple projects associated with student engagement.
7. Collaborates with campus community to create, generate, and execute innovative ideas and processes to enhance student involvement; initiates and serves on District and college committees. Works closely with Associated Students, student clubs, the honors program, and other student groups to collaborate on events connecting students with each other.
8. Assists with identifying, developing, and arranging for Requests for Proposals (RFPs) from outside vendors/contractors and organizations; negotiates for services and fees with private and public industry sectors, organizations for services, performances, speakers, and material support; prepares standard and non-standard contracts for approval.
9. Communicates with management and administration with progress updates, program information and reports that support the college and District's ability to ensure compliance with program objectives, state and federal rules, regulations, policies and procedures.
10. Oversees, distributes, and prepares reports of results from student satisfaction surveys after the conclusion of special events and activities. Recommends new and modified student engagement activities from survey feedback. Develops monitoring and tracking systems to ensure compliance within local, state, and federal rules and regulations related to assigned program(s).
11. Creates informational materials and publications supporting the assigned student services programs, in collaboration with Marketing and Public Relations.
12. Collaborates with other services in the campus community to create, generate and carry out innovative ideas and processes to enhance student involvement.
13. Oversees and schedules events, student development activities, cultural trips, speakers, and other activities that encourage students to participate in college life.
14. Researches, prepares, recommends, and monitors approved budgets related to the assigned program; may assist with and prepare funding proposals. Carries out expenditure of project funds according to fiscal guidelines. Maintains records of grant funds or contracted expenditures. May assist with the evaluation of, and reporting for, program components and services.

15. Researches, collects, and compiles demographic and statistical data related to program participants; prepares and presents data and metrics related to student engagement, recruitment, retention, graduation, and transfer rates. May monitor outcomes for grant awards.
16. Interprets District policies and procedures pertaining to college activities and programs; ensures compliance with all applicable rules, regulations, policies and procedures.
17. Oversees the maintenance of all records including computer-aided student databases. Ensures confidentiality of student information.
18. Participates in a variety of campus/college, education, and grantee committees and functions that promote student engagement, retention, and achievement.
19. May maintain and update web site pages using established formats and standards. 20. Performs other related duties as assigned that support the objective of the position. 21. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications and Physical Demands

Knowledge and Skills

1. Requires specialized knowledge of educational and student services program goals and objectives, procedures and regulations.
2. Requires a working knowledge of the education and administrative services provided by the District, as well as special programs designed for student engagement and enrichment.
3. Requires specialized knowledge of the roll of cultural, social, and economic differences impacting the ability of students to achieve academic success.
4. Requires a working knowledge of mentoring and tutoring techniques as well as study skill development methods.
5. Requires professional-level writing skills to prepare grants and performance reports.
6. Requires math skills enough to read and analyze budget documents.
7. May require knowledge of regional and community demographics including the needs of international and disadvantaged students, age-appropriate learning, and community resources.
8. Requires well-developed human relations skills to make formal presentations, facilitate group processes, and exercise sensitivity to diverse populations in school site and community environments.

Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to convert program goals into sequenced action and activity plans.
3. Requires the ability to schedule and organize work to ensure efficient flow of programs/activities in a manner conducive to successful accomplishment of program goals.
4. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines.
5. Requires the ability to facilitate meetings and processes involving diverse groups.
6. Requires the ability to maintain confidentiality of private and sensitive information.
7. Requires the ability to secure funding, secure local interagency partnerships, and accomplish goals within financial limitations.
8. Requires the ability to use a variety of software applications and database systems to track projects, prepare reports, monitor budget expenditures during the normal course of work.
9. Requires the ability to maintain productive and cooperative working relationships with others.
10. May require the ability to learn and apply the rules and procedures for international visas and travel requirements both to and from the US.
11. Requires the ability to evaluate program outcomes.
12. Requires the ability to establish strong working relationships with students, faculty, administrators, managers and staff throughout the District.

Physical Abilities

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law

Minimum Qualifications: Education, Experience, D.E.I.A

The position requires a Bachelor's degree in a behavioral science, social science, business, education, or a related area and four (4) years of experience in an outreach-oriented student services program, preferably in higher education. Or, any combination of education and experience which would meet the required equivalent qualifications for the position.

AND

Demonstrated evidence of responsiveness to and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practice within the classroom and campus

Licenses and Certificates

May require a valid driver license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Conditions of Employment

This is a recruitment for one permanent, full-time classified, 40 hour per week, 12-month per year position. The position is fully on campus and does not offer remote work. The normal hours of work are Monday through Friday from 8:00am to 5:00pm with some flexibility to work evenings and weekends in order to meet the needs of the department. The effective date of employment will be arranged with the supervisor.

ATTENTION: Before applying, please be sure to review the Coast Colleges District Board Policy regarding Nepotism (BP 7310) ([Download PDF reader](#)) to check if your application may be impacted. Additionally, **applicants must be authorized to work for ANY employer in the U.S.** We are unable to sponsor or take over sponsorship of an employment Visa at this time. If you have any questions, please contact HR Recruitment at 714-438-4714 or 714-438-4716.

Application Requirements

To be considered for employment you must submit a complete application packet at <http://www.cccd.edu/employment> by the application deadline: **11:59PM Tuesday, January 7, 2024.**

Incomplete applications, application materials submitted by mail and documents not requested in the job announcement will not be considered. Please note that the district does not return materials submitted in the application process (copies of original supporting documents are acceptable).

A complete application packet includes:

1. A complete **Coast Community College District Online Employment Application**.
2. A **Current Resume** of professional and educational background and experience.
3. A **Cover Letter** detailing your experience related to the role.
4. Responses to **Supplemental Questions** (Please provide clear and detailed responses, as they will be carefully evaluated to determine the most qualified candidate(s) to be invited for an interview; please do not paste your resume, put "see resume" or "N/A", or leave blank).

Individuals who need reasonable accommodations in accordance with ADA should notify the Human Resources Office for assistance by emailing jobs@cccd.edu or by calling 714.438.4716.

Pay Philosophy

Coast Community College District, through policies, practices, and other benefit programs, delivers a fair and equitable total compensation program that promotes equal employment opportunity, inclusion, and workforce vitality. In general, it is the policy of the District to place new employees at the first step of the salary grade. All movement on the salary schedule will occur July 1 of each year for all classified employees. ([Salary Range EE-118](#)) ([Download PDF reader](#)) ([Download PDF reader](#))

Benefits

This position is eligible for the following benefits. Please visit the benefits tab above for additional information.

- Generous medical, dental, vision and life insurance plans for employees and dependents
- 21 paid holidays
- Cumulative sick leave
- Paid vacation
- Longevity salary programs
- PERS/STRS retirement plans
- Deferred compensation/457 plans
- Employee Assistance Program

Employment Information

- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.
- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Coast Community College District policies, procedures, and Title IX. (Reference: BP/AP 5910)
- The Coast Community College District celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individuals interested in advancing the District's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

The *SELECTED CANDIDATE* is required to complete the following prior to employment:

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment).
- Have fingerprints taken by a Live Scan computer at the candidate's expense (Clearance must be received prior to the first day of employment).
- Present original documents for proof of eligibility to work in the United States including a Social Security Card; AND
- Participate in a new hire onboarding appointment with an Employment Services Representative.

Additional Information

Coast Community College District is an Equal Opportunity Employer

The Coast Community College District is committed to employing qualified administrators/managers, faculty, and staff members who are dedicated to student learning and success. The Board recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and provides suitable role models for all students. We are committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and equal consideration for all qualified candidates. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. The Coast Community College District is a multi-college district that includes Coastline, Community College, Golden West College, and Orange Coast College.

Coast Community College District Title IX:

<https://prod.cccd.edu/employees/hr/title9/index.html>

This direct link [2024 Coast Community College District Annual Security and Fire Safety Report \(Download PDF reader\)](#) is the 2024 Annual Security and Fire Safety Report for Coast Colleges. The crime statistics for calendar years 2018 - 2021 were submitted to the U.S. Department of Education as required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A hard copy can be provided from one of the Campus Safety Offices. Please contact any of the Campus Safety Offices for any questions regarding the report.

Employer

Coast Community College District

Address

1370 Adams Avenue

Costa Mesa, California, 92626

Phone

714-438-4668

714-438-4714

Website<http://www.cccd.edu>

Student Services Program Coordinator - Dual Enrollment (IN-HOUSE ONLY) Supplemental Questionnaire

*QUESTION 1

Golden West College is committed to fostering a culture of inclusive excellence by uplifting employees and students through an environment that is equitable, diverse, inclusive, and accessible. When responding to the questions below, please provide clear examples with successful outcomes, offer instances where you applied job skills to enhance diversity, equity, and inclusion, as well as your input towards advancing the overall culture at your former workplace. Please confirm Yes to acknowledge that you have read and understand these guidelines.

☐ Yes☐ No

QUESTION 2

This is an internal recruitment open to current Coast Community College District employees. Please list your employee ID and current position.

*QUESTION 3

Describe your knowledge or experience coordinating dual enrollment opportunities.

*QUESTION 4

Describe your experience fostering relationships with K-12 districts/high schools.

*QUESTION 5

What is a challenge you have faced with project coordination? Please describe how you overcame that challenge.

* Required Question