

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROGRAM COORDINATOR – CAREER PATHWAYS, WORK BASED LEARNING

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, oversee and coordinate work based learning (WBL) opportunities within the Career Pathways program including performing a variety of para-professional, technical, administrative, and complex office support work while exercising independent judgment in the satisfactory completion of duties; assume responsibility for program coordination, implementation, monitoring, tracking, and reporting; and establish, maintain, and facilitate effective working relationships with pathway industry partners that lead to sustainable and lasting high quality work based learning opportunities for faculty and students.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Establish cooperative relationships with community resources and partners in support of work based learning such as internships, faculty externships, industry and educational site visits, job shadowing, guest speaker events, mentorships, pre-apprenticeships, soft skills development, resume building, and interview preparation; represent the college in employer outreach, work-experience, and employment coordination issues with employers, K-12 work-based learning specialists, regional industry intermediary networks, workforce investment boards (WIBs), Sector and Deputy Sector Navigators, and in pathway planning workgroups.
2. Coordinate with college pathway leads and staff to plan and conduct ongoing outreach and recruitment of partner organizations to contribute to pathways work based learning opportunities and sustained partnerships.
3. Identify, outreach, schedule, and implement appropriate work based learning requests with industry partners.
4. Serve as liaison between business partners and faculty to develop, maintain, track, and provide initial follow-up to leads generated from various sources; provide support for organizing industry advisory committees for career pathway programs on behalf of the college and partner K-12 high schools.
5. Assist in the evaluation process of work based learning experiences for partners and students; contribute to the development of WBL performance assessments and outcomes for college pathways.
6. Contribute to the development and updating of college-wide work based learning systems, outreach materials, and work ready curriculum for college pathway faculty and students.

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7. Coordinate the WBL services and activities of the pathways; participate in development of processes and procedures for developing partnerships leading to WBL opportunities; establish schedules and WBL experiences; implement policies and procedures; review and update forms, materials, and systems; make recommendations for change as necessary.
8. Coordinate the implementation and delivery of on-site work based learning experiences including generation of proposals, WBL documentation, scheduling, delivery, venue and logistics coordination, and other follow-up; serve as a point of contact for partners and faculty.
9. Collaborate with Academic and Student Services Divisions including the Career and Transfer Center to integrate work based learning into career pathways.
10. Coordinate campus activities related to Occupational Work Experience courses and related employer recruitment and engagement.
11. Assume responsibility for program monitoring, evaluation, accountability, and reporting requirements including tracking information on student employment outcomes and work experience opportunities; serve as the campus point person for loading employment outcome and related performance metrics onto CalPass Plus's LaunchBoard and/or other reporting formats.
12. Develop materials for dissemination to the college, public agencies, community services organizations, and other interested groups; develop materials for web presence.
13. Maintain database of internships, apprenticeship, and other related work based opportunities and contacts in collaboration with the Career and Transfer Center; track all pathway faculty and student WBL experiences; prepare reports.
14. Attend conferences, workshops, and regional meetings as appropriate to work based learning development.
15. Represent the college in various community and industry outreach activities and workshops; serve as contact for pathway leads.
16. Assist with the supervision of student assistants.
17. Assist with budget monitoring and reporting.
18. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and practices of program planning and implementation.
2. Principles, practices, and procedures of business letter writing and report preparation.
3. Pertinent state, District, and College policies, procedures, and regulations.
4. Problem solving techniques and resources.
5. Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.

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6. Principles and practices used to establish and maintain files and information retrieval systems.
7. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
8. Principles and techniques used in public relations.
9. Basic research methods and techniques.
10. English usage, vocabulary, spelling, grammar, and punctuation.
11. Basic mathematical and accounting principles.
12. Interpersonal skills using tact, patience, and courtesy.
13. Oral and written communication skills.

Ability to:

1. Coordinate and direct programs, activities, and operations of the work based learning opportunities program within the career pathways program.
2. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.
3. Perform detailed, complex, and specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.
4. Recommend and implement goals and objectives for providing various programs and operations.
5. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
6. Research information using own initiative; organize, assimilate, and analyze information.
7. Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from the general public, students, District staff and faculty, or other agencies.
8. Prepare a variety of clear and concise reports.
9. Plan and organize work to meet schedules and changing deadlines.
10. Work under steady pressure and frequent interruptions and a high degree of public contact by phone or in person.
11. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
12. Adapt to changing technologies and learn functionality of new equipment and systems.
13. Utilize tact, patience, and courtesy to provide the highest level of customer service.
14. Analyze situations and problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of pathway goals.

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15. Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
16. Plan, organize, implement, coordinate, and evaluate programs.
17. Deliver presentations to college administrators, faculty, staff, K-12 schools, government and private industries, and community organizations.
18. Work independently and effectively in the absence of supervision.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students and the community at large.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, workforce/economic development, education or a related field.

Experience:

Three years of increasingly responsible administrative, technical, and/or programmatic experience, preferably developing and operating programs requiring partnering with multiple agencies, programs, and complex systems.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on August 15, 2017
Effective: August 16, 2017
Job Family: Technical - Paraprofessional