

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **CULTURAL COMMUNITY CENTER COORDINATOR**

*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, will oversee and coordinate the programs and services of the Cultural Community Center including performing a variety of para-professional, technical, and complex office support work while exercising independent judgment in the satisfactory completion of duties; coordinate and provide support services to targeted student groups; coordinate and provide bilingual (English/Spanish) services in a confidential manner to prospective and current undocumented students at Las Positas College, including services and programs that support the academic success and retention of undocumented students; develops relationships with and provides training to college departments and community partners; and gives outreach presentations to students and families.

#### **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. Coordinates the daily services, programming, and activities of the Cultural Community Center at Las Positas College, including, but not limited to, events, workshops, legal services for undocumented students, and other activities related to supporting undocumented students and other targeted student groups.
2. Serves as the AB 1645 UndocuLiaison for Las Positas College, including, but not limited to, being the primary point of contact on campus for undocumented student support, reporting support services to the state, and participating in regional UndocuLiaison meetings.
3. Participates in outreach and student success activities.
4. Provides information, resources, assistance, and follow-up to students; assists with student application and enrollment processes; evaluates undocumented student status to determine eligibility for CA residency for tuition purposes.
5. Evaluates eligibility for and supports students with AB 540 and residency reclassification petitions; collaborates with the Admissions & Records and Financial Aid offices, and follows-up with students as needed.
6. Interprets, implements, and provides training to Las Positas College faculty and staff on supports, resources, and local, state, and federal laws and regulations pertaining to undocumented students and other targeted student groups that are supported through the Cultural Community Center.
7. Works collaboratively with college faculty and staff, surrounding school districts, and community partners to provide appropriate services for undocumented students and other targeted student groups.
8. Assists with researching, developing, and maintaining programmatic relevance related to trends and shifts in student demographics, gathers data, maintains databases, and prepares reports.
9. Assists in developing and monitoring the Cultural Community Center budgets.
10. Oversees development of in-reach and outreach materials (e.g., brochures, flyers, posters, social media, website, etc.) to enhance awareness of services provided by the Cultural Community Center.

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11. Assists with the maintenance of the physical resources assigned to the Cultural Community Center programs.
12. Provides assistance with college-wide activities, events, and programs related to students using the Cultural Community Center.
13. Supervise and train student employees.
14. 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. Local, state and federal laws and regulations related to undocumented students and residency; pertinent district and college policies, procedures, and regulations.
2. California Community College residency and AB 540 regulations and requirements.
3. District policy regarding admissions and records, evaluations, residency, calculation of credit units and hours for AB 540 eligibility.
4. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
5. Principles and practices of program planning and implementation.
6. Problem solving techniques and resources.
7. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
8. Work organization and office management principles and practices.
9. Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.
10. Principles, practices, and procedures of business letter writing.
11. Principles and procedures used in complex, inter-related record keeping.
12. Principles and practices used to establish and maintain files and information retrieval systems.
13. Principles and techniques used in public relations.
14. Interpersonal skills using tact, patience and courtesy.
15. English and Spanish usage, grammar, spelling, punctuation, and vocabulary. Oral and written communication skills.

**Ability to:**

1. Coordinate and oversee the daily operations and activities of the Cultural Community Center, including, but not limited to, events, workshops, and legal services.
2. Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
3. Analyze residency and financial needs of undocumented students to determine their eligibility; maintain current knowledge of residency and financial aid rules, regulations, requirements, and restrictions, as they pertain to undocumented students.
4. Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.
5. Review student transcripts and other residency documents according to established procedures.

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6. Provide information, assistance, and referrals to undocumented students on a variety of topics; including residency, AB 540, CA Dream Act Application, legal aid services, scholarships etc.
7. Advocate on behalf of students.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Exercise good judgment and discretion in analyzing and resolving confidential, complex, and sensitive situations.
10. Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
11. Research, compile, analyze, and interpret data and information.
12. Prepare a variety of clear and concise administrative and financial reports.
13. Implement and maintain filing and record-keeping systems.
14. Independently compose and prepare correspondence and memoranda.
15. Develop and maintain a marketing strategy, including web pages, social media, and outreach materials.
16. Plan and organize work to meet schedules and changing deadlines.
17. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications, adapting to changing technologies and learning functionality of new equipment and systems.
18. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
19. Work independently and in a team.
20. Communicate effectively, both orally and in writing, in English and Spanish (bilingual abilities required).
21. Establish and maintain cooperative working relationships. Work collaboratively with college faculty and staff, surrounding school districts, and community partners to provide appropriate services for undocumented students.
22. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and varied abled populations of community college students.

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

**Education/Training:** Bachelor's degree.

**Experience:** Three years of increasingly responsible administrative, technical, and/or programmatic experience, preferably in outreach, program development, or in an educational institution; experience working with undocumented students.

**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 with frequent student and public contact.

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**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: December 17, 2024  
Effective: December 18, 2024  
Job Family: Technical – Paraprofessional