

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

### **PROGRAM COORDINATOR – HONORS PROGRAM**

*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 the daily operations, activities, and services of the Honors Program. Responsibilities include coordinating student recruitment, application review, academic progress tracking, certification of transfer agreements, and coordination of honors-related events and presentations. Provide comprehensive support to faculty, staff, and students to promote academic excellence and student success. Assist in developing and implementing program goals, objectives, policies and procedures; ensure compliance with district, college, and state regulations; and maintain program integrity and efficiency.

#### **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. Coordinate and oversee the daily operations and activities of the Honors Program; serve as the primary point of contact for students, faculty, and staff.
2. Review and process program applications; verify eligibility and ensure compliance with academic standards.
3. Track and monitor student progress through database systems; input honors attributes and maintain accurate student records.
4. Audit GPA, honors contracts, and course completion to certify transfer agreements.
5. Provide orientation and guidance to students regarding program participation and requirements; connect students with appropriate resources.
6. Organize, coordinate, and participate in Honors Program events, including student research presentations, speaker panels, campus activities, and program celebrations.
7. Facilitate student preparation and participation in regional and statewide honors conferences.
8. Support outreach and marketing efforts to promote the Honors Program to current and prospective students.
9. Prepare correspondence, reports, and program materials; collect and analyze data for reporting and program improvement.
10. Attend meetings and take minutes; prepare and distribute agendas, background materials, and minutes as appropriate.
11. Assist in developing and monitoring program budget; prepare and process requisitions, reimbursement, and program expenditures.
12. Research and pursue funding opportunities; assist in preparing and submitting grant proposals.
13. Interact with administrators, divisions, departments, faculty, staff, and students in all matters related to the Honors Program; respond to inquiries; interpret and apply policies and procedures.
14. Participate on committees representing the Honors Program.

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15. Supervise and provide training to student assistants as assigned.
16. 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.
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. 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 Honor 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 as well as 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.

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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 the Honor's program goals.
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, students, 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.

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

**Education/Training:**

Equivalent to bachelor's degree from an accredited college or university with major course work in business administration, public administration, education, or a related field.

**Experience:**

Three years of increasingly responsible administrative, technical, programmatic, or clerical experience, preferably in outreach, program development, or in an educational institution.

**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 public interaction.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; 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: November 18, 2025  
Effective: November 19, 2025  
Job Family: Technical - Paraprofessional