CLASS SPECIFICATION
Work Experience Program Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessionals
Union Representation: Represented

GENERAL PURPOSE
Under direction, plans, organizes, coordinates and administers the day-to-day operations of the Cooperative Work Experience program; interprets and provides technical direction regarding application of work experience guidelines to participating faculty and students; prepares and maintains a wide variety of program and student documentation, records, files and reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Work Experience Program Coordinator is responsible for overseeing and coordinating the activities of the Cooperative Work Experience program office. The incumbent monitors student participation to ensure completion of requirements for the award of college credit and prepares and maintains program and student records, files and program reporting. Work is performed with a high degree of independence within the framework of Title V regulations and District policies and procedures.

Work Experience Program Coordinator is distinguished from other program coordinator/specialist classes by the incumbent's responsibility for administration of the Cooperative Work Experience Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reviews and determines the eligibility of prospective candidates for program participation; processes student applications and records in accordance with state and federal regulations governing the Cooperative Work Experience Program; interprets and explains program requirements and District policies and procedures to students, faculty, staff, employers and other community colleges and agencies.

2. Assembles and distributes packets to instructors for students participating in the program, including student applications, objective forms, contracts, time cards, Work Experience Rules and timelines; assembles and distributes general program information, rules and regulations and schedules to Deans and the Vice President of Academic Affairs.

3. Monitors and tracks student participation in the Work Experience Program; reviews information for completeness and accuracy and for compliance with state and federal program regulations and guidelines; reconciles program office student files with PeopleSoft and other data; updates changes in students' employment, noting any changes made following the initial employment agreement; makes determination of student completion of the program and eligibility to receive college credit in
accordance with program requirements; researches and resolves complex student issues and problems.

4. Updates and maintains related student and program files, records and reports; drafts, creates, produces and/or distributes a variety of statistical reports and correspondence; receives, reviews and files updates to student forms and other materials throughout the semester; notifies instructors when students are falling behind in meeting their requirements; prepares and distributes to Academic Deans the Adjustment Report listing students who did not meet minimum program requirements by end of the semester.

5. Maintains and tracks the program budget; maintains an inventory of forms and supplies and prepares requisitions and purchase orders for their replenishment; prepares payroll calculations for teaching units, lab hours and percentage of responsibility for instructors' pay.

OTHER DUTIES
1. Checks and verifies Work Experience printer proofs and indexes of class schedules prior to publication.

2. Provides program information to a wide variety of colleges and community agencies.

3. Attends Tri-Regional Coop meetings and other meetings, workshops, conferences and seminars.

QUALIFICATIONS

Knowledge of:
1. Program administration practices and procedures.
2. District policies and procedures related to assigned areas of responsibility.
3. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
4. Principles and practices of sound business communication.
5. Uses and operations of a computer and database and other standard software to access and enter data accurately and to develop assigned records, reports and other documents.
6. Cultural and socio-economics issue relevant to providing services to Work Experience students.
7. Methods and techniques used to determine student program eligibility.
8. Basic conflict resolution methods and techniques.
9. Admissions and Records policies and procedures.

Ability to:
1. Administer, work with students and faculty and carry out program activities to meet District/program goals and objectives with the need for only limited supervision.
2. Understand, interpret, explain and apply technical and specialized information applicable to assigned areas of responsibility, including state and federal regulations and District policies and procedures applicable to the Work Experience Program.

3. Interact with and provide effective guidance, assistance and information to students and faculty.

4. Successfully track students’ participation in program; identify potential problems and develop solutions to ensure student retention.

5. Operate a computer and other standard office equipment.

6. Type accurately at a net speed of 50 wpm.

7. Organize, set priorities and exercise sound judgment within areas of responsibility.

8. Communicate clearly and effectively, both orally and in writing.

9. Understand and follow written and oral instructions.

10. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.

11. Establish and maintain effective working relationships with students, faculty, employers, other community college districts, representatives of community agencies, staff, the public and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an Associates degree in social science, education or closely related field; and at least three years of progressively responsible program-related administrative experience in an educational setting, working with individuals with diverse socio-economic and cultural backgrounds; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to repetitively finger, handle and feel computers and standard business equipment. Minimal standing and walking are required by the employee and the employee must occasionally lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.
Mental Demands

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work on multiple concurrent tasks with constant interruptions, and interact with students, faculty, employers, other community college districts, representatives of community agencies, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions and the noise level is usually quiet.