Cerritos College

Position Description

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<th>Position: Program Facilitator</th>
<th>Salary Grade: 38</th>
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<td>BD: 07/18/12</td>
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Summary

Plans, organizes, leads, and coordinates stand-alone grant-funded student, community-based, or adult training and programs that contribute to and encourage college attendance and retention for targeted students or groups. Programs could include: foster parent, community education, first time college attendees, and/or populations disadvantaged by socioeconomic, gender, ethnic, or other designations.

Distinguishing Career Features

The Program Facilitator is responsible for the efficient and effective performance of a free-standing, grant funded, or contract funded program that enhances the College’s exposure to and retention of specific student populations such as, but not limited to, skilled trades, continuing education, foster parents, first generation college, low income, and other targeted students. Prospective incumbents must demonstrate success in working with a wide range of students of varying ability and background, including economically, socially, and culturally disadvantaged persons and those of different ethnic backgrounds. Incumbents must also demonstrate the ability to lead a function that may include oversight over services at other organizations.

Essential Duties and Responsibilities

- Plans, develops, and implements programs to enhance retention and academic achievement through activities such as, but not limited to, cultural enhancement, social introduction, mentoring, special workshops, and support that provides easy access to services such as individualized tutoring, assessments, and financial aid.

- Identifies student referrals from research and contact with financial aid, other grant-funded programs, and high school recruitment staff. After initial contacts, advises students on college/campus procedures, monitors enrollment and registration, and assists with solving problems.

- Recruits, hires, and oversees hourly staff, and/or college students serving as peer mentors. Develops and coordinates training in mentoring and tutoring techniques and college preparedness advising in areas such as study skills, career exploration, financial aid, and recommended courses.

- Oversees and schedules events, student development activities, cultural trips, speakers, and other activities that encourage students to participate in college life.

- Provides functional guidance to faculty assigned to student support services programs.

- Assist or may prepare grant-funding proposals. Develops and submits program and project budgets along with grant proposals. Carries out expenditure of project funds according to fiscal guidelines.
• Oversees and maintains records of grant fund or contract fund expenditures. Prepares periodic fiscal and statistical reports. Conducts evaluation of all program components and services. Prepares and submits project reports.

• Researches and compiles demographic and statistical data related to program participants. Monitors outcomes for grant awards.

• Assures compliance with all applicable rules, regulations, policies and procedures. Oversees the maintenance of all records including a computer-aided student database. Ensures confidentiality of student information.

• Participates in a variety of campus/college, education, and grantee committees and functions that promote student retention and achievement.

• May maintain and update web site pages using established formats and standards.

• Maintains currency of knowledge and skills related to the duties and responsibilities.

• Performs other related duties as assigned.

Qualifications

• Knowledge and Skills

The position requires specialized knowledge of program goals and objectives, procedures and regulations. Requires a well-developed knowledge of College administrative services, admission procedures, financial aid programs, vocational and academic transfer education programs. Requires specialized knowledge of the roll of cultural, social, and related activities in college life. Requires in-depth knowledge of community demographics including the needs of low-income and disadvantaged students, age-appropriate career development, and community resources. Requires a working knowledge of teaching, mentoring, and tutoring techniques as well as study skill development methods. Requires professional-level writing skills to prepare grants and performance reports. Requires math skills sufficient to read and analyze financial statements. Requires well-developed human relation skills to make formal presentations, facilitate group processes, and exercise sensitivity to diverse populations.

• Abilities

Requires the ability to convert program goals into action plans. Requires the ability to evaluate program outcomes. Requires the ability to schedule, assign, and review the work of subordinates in a manner conducive to successful accomplishment of program goals. Must be able to select, supervise, train, and evaluate staff. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Requires the ability to facilitate meetings and processes involving diverse groups. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to secure funding, secure local interagency partnerships, and accomplish goals within financial limitations. Requires the ability to maintain productive and cooperative working relationships with others.

• Physical Abilities

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large
audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

- **Education and Experience**
  The position requires a Bachelors Degree in a behavioral science, social science, business, education, or a related area. Four years of experience in outreach program coordination, preferably in higher education, recommended but not required.

- **Licenses and Certificates**
  May require a valid driver’s license.

**Working Conditions**

Work is performed indoors where health and safety considerations are minimal.