

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned supervisor, identify, inform and recruit students eligible for college programs and services: assist in the coordination of an assigned program.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification

Assist in the development of an assigned program's goals and objectives; recommend policy changes and implementation procedures; prepare a variety of required reports related to the assigned program; assist faculty and staff in the administering of program requirements. *E*

Gather a variety of data, assist program coordinator in budget development and coordination; prepare purchase orders; process required forms for reimbursement requests, and additional or special compensation. *E*

Identify eligible students; schedule and conduct individual or small group sessions with potential students; provide information and assistance to students regarding the assigned program; respond to inquiries; interpret and explain project policies and eligibility requirements. *E*

Provide orientation regarding the college to community groups, agencies and institutions. *E*

Distribute information pertaining to college programs and services; including recruitment, support services and access, enrollment, and financial aid. *E*

Assist in the completion of financial aid forms; monitor students through the financial aid process; monitor student academic progress for eligibility purposes. *E*

Assist in the planning and coordination of special events and ceremonies related to the assigned program. *E*

Attend and participate in a variety of conferences and workshops related to the assigned program; drive a vehicle to various sites to perform outreach duties and student services, to include local high schools, community events, and correctional facilities. *E*

Attends college, district, and departmental meetings as required. *E*

Provides training and supervision to students and temporary staff involved in assigned program; assist with coordinating training of faculty and staff related to assigned program. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Program rules, regulations and requirements.

Support services available at the college.

Financial aid functions and application procedures.

Recruitment strategies.

Job placement strategies.

Interviewing and advisement techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Budget preparation and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer terminal and data entry techniques.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Principles of training and providing work direction.

ABILITY TO:

Interpret, apply and explain policies, procedures, rules and regulations.

Determine program eligibility based on applications and supporting documentation.

Coordinate services and activities to recruit, retain and assist students.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

Plan and organize work.

Operate a variety of office machines including a computer.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associates degree in field related to assigned program and two years of experience in a student services area.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's License.

Possession of, or ability to obtain, any certification or background check required by assigned program.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>25</u> pounds. |
| <u>2</u> | I. | Ability to carry <u>25</u> pounds. |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.