



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, INTERCULTURAL CENTER, PETALUMA CAMPUS	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general supervision, coordinates services, programs and initiatives that lead to increased success of Petaluma Campus students who are identified in the District's Hispanic Serving Institution (HSI) initiative and Student Equity plan, including Dream Center services, support for Petaluma Learning Communities and identity-based clubs and organizations; provides a variety of educational support services and programming based on the needs of the students served; assists with south county outreach activities; and partners with Petaluma Student Success teams to provide direct student support.

SCOPE:

The Coordinator, Intercultural Center, performs a broad range of duties with the purpose of providing a comprehensive system of service delivery that is responsive to institutional initiatives to improve access and achievement of identified students by coordinating student support services for students defined in the District's Student Equity plan. The scope of this work will require collaboration with community members, faculty, staff and students to provide effective outcomes. This classification supervises peer advisors and tutors and serves as the lead worker to other Classified staff in the area.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides Dream Center services for the Petaluma campus.
2. Develops and implements on-going educational and social programming, in partnership with key shared governance groups, to support increased completion and transfer rates of students identified in the District's Student Equity plan.
3. Coordinates operations of the Intercultural Center, including third-party partners, and support activities for students who are identified in the District's Hispanic Serving Institution (HSI) initiative and Student Equity plan.
4. Works directly with students, in partnership with the Petaluma Student Success Teams, to complete student success steps, and overcome barriers to successful completion of courses, degree and certificate attainment, and transfer.
5. Coordinates direct Petaluma student support efforts for the District's Student Equity plan.
6. Works with designated faculty and staff to facilitate student engagement in learning communities and other group cohorts.
7. Works collaboratively with Public Relations and other outreach staff to design and develop publications to serve student populations served by the Intercultural Center.
8. Prepares written materials and reports including data gathering to monitor the effectiveness of services and programs offered by the Center; implements improvements in services based on data.
9. Prepares and monitors budget expenditures in key areas of responsibility including, but not limited to, operational expenses, short-term non-continuing (STNC) salaries, travel, outreach and marketing.
10. May supervise and organize the work of student and short-term non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision; establish priorities; organize and handle a variety of projects simultaneously; track, compile and analyze statistical information; prepare and present reports and information to individuals and groups; communicate effectively, both orally and in writing (bilingual English/Spanish preferred); demonstrate sensitivity to, and respect for, a diverse population; operate current office equipment, technology, and standard office productivity software; maintain cooperative working relationships.

KNOWLEDGE OF:

Outreach and marketing techniques related to higher education opportunities; an understanding of the District initiatives regarding academic achievement and personal success of students; District policies and procedures.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed).

Education:

Bachelor's degree

Experience:

Increasingly responsible (2-4 years full-time equivalent) experience in an educational setting and prior experience implementing student support activities for diverse communities; demonstrated public speaking experience.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Position may require travel to various area middle and high schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted. Will require work in the evening, especially during particular months of the year.