



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, MI CASA	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2015/16 Classification Review		

JOB DESCRIPTION:

Under general direction, coordinates the MI CASA and its academic support activities; coordinate outreach activities regarding higher education opportunities on behalf of the Hispanic Serving Institution (HSI) program. The MI CASA Coordinator represents District programs and services to schools, parents, students and community groups.

SCOPE:

The Coordinator, MI CASA performs a broad range of duties with the purpose of providing a comprehensive system of service delivery that is responsive to both institutional and community needs by coordinating student support services for the Hispanic Serving Institution Project at the Center, providing outreach utilizing multi-media platforms to middle and high school students about higher educational opportunities, college access information, financial aid and other student support services. This classification supervises peer advisors and tutors and serves as a 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. Collaborates with other District departments to coordinate, provide, and evaluate outreach efforts and events for the District intended for students and their parents regarding MI CASA and higher education opportunities.
2. Contributes to planning and operation of MI CASA to assist students and families.
3. Works with designated faculty to facilitate student participation in learning communities and/or other group cohorts.
4. Makes presentations to large groups or individuals regarding programs and services at Santa Rosa Junior College in both Spanish and English
5. Designs and develops publications in English and Spanish. Works collaboratively with Public Relations and other outreach staff.
6. Prepares materials and reports; gathers data to monitor the progress of the project; implements improvements in services.
7. Prepares and monitors budget expenditures in key areas of responsibility including operational expenses, short-term non-continuing (STNC) salaries, travel, outreach, and marketing.
8. Serves as a liaison between students and departments; refers students to appropriate departments.
9. Performs case management of current and future Connections students.
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; develop outreach programs related to higher education institutions; establish priorities; organize and handle a variety of projects; track and compile statistical information; plan and give presentations to individuals and groups; communicate effectively, both orally and in writing (bilingual English/Spanish required); demonstrate sensitivity to, and respect for, a diverse population; prepare and present written and verbal reports; follow and give oral and written directions; maintain cooperative working relationships.

KNOWLEDGE OF:

Outreach and marketing techniques related to higher education opportunities; an understanding of the role of the District regarding academic achievement and personal success of students; District policies and procedures; matriculation deadlines; District programs and courses; financial aid and scholarship assistance programs available for students; standard office productivity software and specialized systems; and advising best practices.

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:

A Bachelor's degree.

Experience:

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience in an educational setting and previous experience coordinating outreach programs and implementing student support activities for low income and ethnically diverse communities; demonstrated public speaking experience in both English and Spanish.

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 requires frequent travel to various area middle and high schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted. May require evening work.