

TITLE: Coordinator, Rising Scholars Program

CLASSIFICATION: Classified

SALARY GRADE: O

SCOPE OF POSITION:

Under general direction, coordinates, develops, and implements services and programs that support Rising Scholar students and the Rising Scholars Center. Collaborates with internal and external partners to remove barriers and to improve student access and success through connections to academic support and community resources. Leads a student support team to foster a sense of belonging and connection for students through opportunities for engagement in student life and the broader community.

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. Coordinates programs and activities that align with program work plan and provides oversight for the day-to-day operations of the Rising Scholars Program.
2. Develops and facilitates intake, case management, referral interventions, and resource delivery systems that increase the success of justice impacted students.
3. Collaborates with Faculty Program Coordinator(s) and staff on program development, implementation, and activities that advocate for student engagement, retention, and development.
4. Works directly with Sonoma County Probation Department to develop memorandums of understanding and facilitate programming for students who are incarcerated and on probation.
5. Collaborates with internal community, external community partners and local high schools to provide outreach to students, staff and community organizations to promote Rising Scholars Program and dual enrollment; works directly with students to overcome barriers to successful completion of courses, degree and certificate attainment, and transfer.
6. Works collaboratively with internal community to develop program marketing, reporting, and communication methods.
7. Prepares and analyzes data to monitor the effectiveness of services and programs; recommends and implements program improvements.
8. 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.
9. Supervises, trains, and organizes the work of student and short-term non-continuing (STNC) employees.

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ABILITY TO:

Prepare reports, correspondence, and statistical records and maintain confidential information; plan and give presentations to small or large audiences; collaborate productively and cooperatively with individuals and groups both internally and/or externally; communicate effectively, both orally and in writing; exercise appropriate judgement in interactions with others and with work processes; interact with the public in a helpful, courteous, and professional manner; and demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Needs, barriers, and engagement opportunities for Rising Scholars students; principles and practices of student services programs, data management, report and budget preparation, and event planning; student success and retention initiatives; outreach strategies and marketing techniques; relevant local, state, and federal rules and regulations, programs, policies and procedures; and applicable technology usage, including standard office productivity software and other appropriate technology.

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:

3+ years of experience working in social services, student support, program development and implementation, and office administration.

OTHER REQUIREMENTS:

- This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.
- May require evening and weekend work, especially during particular months of the year.
- Must be able to pass clearance through the Sonoma County Probation Department.