

TITLE: Coordinator, Dream Centers

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, coordinates, develops, and implements services and programs that support the academic success and retention of undocumented students. Serves as a resource on campus and to the community for Dream Center information and processes. Plans and oversees daily activities and manages budget for the Dream Centers. Provides assistance in the interpretation of District, state, and federal policies and laws. Develops relationships with District departments and community partners and gives outreach and in-reach presentations to students, families, community partners, and SRJC faculty and staff. Answers general questions and provides bilingual (English & Spanish) support for prospective and current students.

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. Disseminates critical information to provide support for undocumented and mixed-status students regarding changes to regulations and policy. Monitors community, state, and nationwide news on the political climate related to immigration policy, legal decisions, and actions. Provides related bilingual (English & Spanish) email communications, web pages, informational flyers, and social media postings.
2. Coordinates and conducts meetings, conferences, and special events. Participates in high school and community outreach activities to increase awareness of services provided by the Dream Center to the undocumented, mixed-status and non-immigrant community.
3. Develops new programs that support undocumented, mixed status, and non-immigrant students.
4. Assists current Dream Center students with ongoing admissions, financial aid, and enrollment processes. Refers students to appropriate services and resources within the SRJC District and community.
5. Evaluates citizenship and residency status of current students to determine state nonresident tuition exemption eligibility and records data in the student information system (SIS).
6. Interprets, implements, and provides training to students and District staff on local, state and federal laws and regulations pertaining to undocumented students.
7. Works collaboratively with District faculty and staff, school districts, Sonoma County Office of Education (SCOE), and community partners to provide appropriate services for undocumented students.
8. Researches, develops, and maintains programmatic relevance related to trends and shifts in student demographics and the political climate. Gathers data, maintains databases, and prepares reports related to undocumented students. Researches resources, scholarships, and grant opportunities for undocumented and mixed-status students.
9. Makes expenditures from and monitors the Dream Center budget. Processes payroll expenditures and monitors funding from the Student Equity & Achievement (SEA) Grant funding for student employee salaries.
10. May train and direct the work of student and short-term, non-continuing (STNC) employees and serve as lead worker to other classified employees in the area.

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KNOWLEDGE OF:

1. Principles and practices of student services programs, data management, report and budget preparation, and event planning.
2. Relevant District, local, state, and federal rules and regulations, policies and procedures related to undocumented students.
3. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Prepare reports, correspondence, and statistical records.
2. Maintain confidentiality.
3. Work independently with minimal supervision.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in social work, ethnic studies, or a closely related field of study required.

EXPERIENCE:

2+ years of experience working with undocumented or at-risk students required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).