

**College of the Siskiyous
Job Description**

Job Title: Program Specialist 2 **FLSA:** Non-Exempt
(DSS, ASC, Title III/MESA, CalWORKS, EOPS/CARE, SSS)

Group: Classified **Salary Class:** 7 **Salary Schedule:** Classified

GENERAL SUMMARY

Under general direction and supervision, perform a variety of duties and functions associated with managing and coordinating the operational activities of campus programs. Perform other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Oversee daily office operations and perform student support services to meet the needs of particular programs including: Academic Success Center (ASC), CalWORKS, Extended Opportunity Programs and Services (EOPS)/CARE, Student Support Services (SSS), Disabled Student Services (DSS), and Math, Engineering, Science Achievement (MESA).

Manage, maintain, and reconcile budgets. Monitor, transfer funds, and reconcile expenditures and budget changes with district records.

Prepare monthly, semester, and annual reports. Assist in compiling and preparing data for the year-end reports. Assist in processing grants.

Assist in the preparation and submission of the annual Program Plans.

Prepare paperwork for accounts payable, receivable, and reimbursements to staff and students.

Conduct outreach to recruit program participants and determine eligibility of program participants. Orient eligible participants to program guidelines, requirements, and services.

Maintain, coordinate and monitor confidential participant files. Design and implement progress records such as tutoring session logs and progress reports.

Recruit, select, train, and supervise student employees, including tutors. Process student employee timesheets and maintain an audit trail for student/tutor payroll expenditures

Assist in developing and implementing support services including but not limited to transportation, academic supplies, academic support, and student development activities.

Prepare flyers and other promotional materials. Design and keep current materials and forms used in the department. Organize filing system and file.

Recommend procedural changes to enhance the provision of services to students.

Conduct retention activities for program participants.

Serve as a resource and liaison providing information regarding program, processes, and services.

Perform general office duties such as: answer multi-line telephone, schedule appointments and meetings for Director and/or Coordinator, prepare correspondence, refer students to appropriate personnel or resources, assist in the intake of forms and program applications, type letters, memoranda and reports, submit maintenance and printing requests, sort and distribute incoming and outgoing mail, maintain mailings lists and files. Operate a variety of office machines and computer software. Maintain program website.

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

TRAINING EXPERIENCE

Minimum Qualifications:

1. Any combination of training and experience equivalent to the completion of approximately two years of college level coursework.

Preferred Qualifications:

1. Associates degree.
2. Two years experience working in an educational setting.
3. Two years experience working with students from underrepresented groups.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of general functions, policies, rules and regulations of a community college.

Knowledge of proper office methods and practices.

Knowledge of basic principles, methods and practices of accounting, spreadsheet and word-processing applications and interactive accounting applications.

Knowledge of computer and related software, including the current version of Windows, Microsoft Office Suite, and website development/maintenance software.

Knowledge of mathematical computations.

Knowledge of principles of motivation and learning related to students and application of curriculum as it applies to individual differences in students.

Knowledge of management techniques and strategies.

Ability to perform technical and clerical functions with accuracy.

Ability to communicate effectively in written and oral form and use appropriate and correct English, spelling, grammar and punctuation.

Ability to work with students with special and diverse needs.

Ability to perform simple clerical tasks and operate standard office machines including computers.

Ability to perform mathematical calculations with speed and accuracy.

Ability to establish and maintain a variety of records and filing systems.

WORKING CONDITIONS

Light to moderate physical effort which may include frequent standing, walking, lifting and occasional climbing or stooping; periodic lifting of light weight materials.
Moderate stress level.

ENVIRONMENTAL CONDITIONS

Indoor work environment – normal temperature.

CONTACTS

Daily contact with students and District staff.

Frequent contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid California driver's license and insurance.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Approved: 2/07

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.