Employment Opportunity

Community Education Coordinator

Career Education and Economic Development - - CL12-55
(Categorically-funded assignment)

Apply by: Monday, January 28, 2013

About the position:
The currently advertised categorically-funded full-time assignment has primary responsibility for planning, developing, coordinating and overseeing the community-based, fee-supported programs and services that supplement the College’s instructional program.

Examples of Duties:  Under general supervision of the Dean, Career Education and Economic Development:
  • Coordinates all aspects of the Cabrillo Extension community education program
  • Reviews program and attendance related data including course evaluations and determines course continuation and/or modification
  • Reviews and evaluates requests and proposals for courses
  • Selects specific courses to be developed and offered
  • Develops course offerings, projects enrollments and sets fees to meet goals and fiscal requirements
  • Reviews proposed course offerings with appropriate academic division/department
  • Coordinates the preparation and distribution of promotional materials including flyers, correspondence and brochures
  • Develops and maintains website
  • Coordinates and oversees the registration process
  • Serves as liaison between the College and course presenters
  • Arranges for appropriate on-campus facilities for program presenters
  • Prepares and/or reviews for accuracy personnel and other related payroll documents
  • Monitors and orders program related materials and supplies and completes requisitions
  • Accounts for fees received
  • Monitors budget allocations and expenditures
  • Maintains and analyzes financial and statistical records
  • Enters and retrieves data and prepares periodic and special reports, correspondence and other written materials using various computer applications such as e-mail, word processing, spreadsheets and databases
  • Performs a variety of standard office administrative work, such as filing, providing information in person and over the telephone and operating standard office equipment
  • May coordinate the day-to-day work and provide work instruction, as required
  • Performs related duties as required or assigned

Minimum Qualifications: Equivalent to an Associate’s degree and two years of program coordination experience. Please note: Applicable college-level course work may be substituted for the experience on a year-for-year basis to a maximum of one year.

Knowledge of:
  • Basic principles and practices of program organization and administration, quality improvement, project management, and time management
  • Basic budgetary and financial record keeping principles and practices
  • Correct English usage, spelling, grammar and punctuation
  • Business mathematics
  • Standard office practices and procedures, including filing and the operation of standard office equipment
  • Techniques for dealing with people of diverse academic, ethnic, socioeconomic and cultural backgrounds
  • Internet search techniques
Skill in:
- Coordinating complex sequences of interdependent activities
- Interpreting, applying and explaining rules, regulations and procedures
- Analyzing problems, evaluating alternatives and making sound programmatic recommendations given conflicting demands and deadlines
- Organizing work, setting priorities and meeting critical deadlines
- Writing and editing concise and compelling course descriptions
- Composing, assembling, proofing, and overseeing production of print and web-based documents
- Exercising sound judgment within procedural guidelines
- Establishing and maintaining accurate records, files and databases
- Using word processing, spreadsheets, databases, e-mail and website management software
- Operating a keyboard with sufficient speed and accuracy to enter data into a word processor or computer and producing correspondence or reports in a timely manner
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Desirable:
- Familiarity with community education or similar fee-based programs

Salary: *$3,523 to $3,884 per month to start; seven step schedule to $4,721 per month. Full-time categorically-funded assignment, 12 months per year. Monday through Friday assignment with an occasional adjusted Tuesday through Saturday work week, 9:00 a.m. to 6:00 p.m. Classified employees are required to join the Public Employees’ Retirement System (PERS) and as such must contribute 7% of their monthly salary to PERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply: Application forms may be obtained via the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html) OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
or FAX to: (831) 477-3545

**EACH APPLICANT MUST SUBMIT:**
- a) Completed and signed Cabrillo College classified employment application
- b) Resume – job related
- c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)
   • Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested.

   OR

   Verification of experience qualifications:
   • Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

e) Criminal History Inquiry Supplemental to Application

** If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials MUST be received in the Human Resources Department by: Monday, January 28, 2013. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.