



# El Camino College

## Program Coordinator



### ABOUT THE ROLE

Under the direction of the Director of the Office of Title IX, Diversity & Inclusion (TDI), the Program Coordinator oversees the primary functions of the day-to-day operations of the Office; initiates, develops, maintains and disseminates specialized information; interacts with faculty, staff and community agents; monitors, develops, implements specific assigned duties related to the area assigned; leads, trains, coordinates and provides work direction to subordinate personnel; provides input in the evaluation of program effectiveness; serves as the institutional liaison in the absence of the Director.

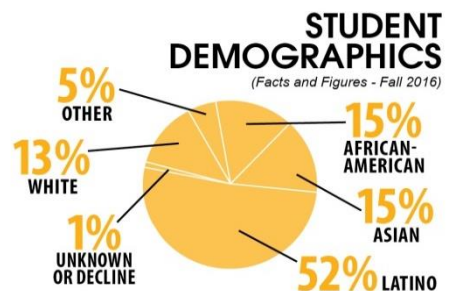
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

### MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



# PROGRAM COORDINATOR

**Division:** Office of Title IX, Diversity, and Inclusion

**Posting Closing Date:** June 7, 2023

**Req:** C2223-166

**Position Type:** Classified

## REPRESENTATIVE DUTIES

Initiate, develop, maintain and disseminate specific task or responsibility.

Develop efficient and thorough process for implementing task or program.

Work closely with faculty and staff to coordinate, review and disseminate program material.

Monitor and coordinate work-flow; assure the timely completion of duties assigned to the unit.

Assure compliance with District, State and Federal policies and procedures, applicable laws and regulations and generally accepted technical principles.

Design and produce brochures to promote specific programs

Compile, organize, research and verify information for inclusion in various records and reports.

Provide information to District personnel, students and community regarding area's requirements and procedures; answer questions; intervene and resolve problems related to the specific student services area assigned.

Prioritize, assign work and provide training to other staff within the unit.

Review and audit program area for accuracy and compliance with program requirements assuring the integrity of program.

Organize, assign and prepare year-end report.

Research and recommend process improvements to provide timely and more efficient use of resources.

Participate in task forces, meetings and the selection of new staff members.

Operate office machines and electronic equipment and systems including computer terminal, personal computer, typewriter, calculator and copier.

Monitor program expenditures.

Perform related duties as assigned.

## JOB QUALIFICATIONS

### Education and Experience:

Bachelor's degree in related field and three years of direct experience required.

Directly related work experience in excess of the three years required and two years of college level course work may be substituted for the required Bachelor's degree.

## DESIRED QUALIFICATIONS

- Experience working on matters regarding unlawful discrimination under Title 5 of the California Code of Regulations and sexual/gender-based misconduct under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, the CLERY Act, VAWA, FERPA and related state and federal laws.
- Ability to handle highly sensitive, complex, and confidential information.
- Strong written communication skills.
- Ability to demonstrate critical thinking skills by accurately analyzing information and facilitating resolution of difficult challenges.
- Knowledge of or proficiency in managing and maintaining records using the Maxient system for online case management.
- Experience working with the California Community Colleges Chancellor's Office, responding to requirements and helping to prepare regularly requested documents such as the EEO Plan and related reports.
- Experience using online employee training programs, such as the Keenan online training system, to track and assign training to employees. Knowledge regarding updating policies and procedures.
- Knowledge of or experience with CLERY reporting requirements and compiling related requested data.
- Ability to work productively and meet deadlines under stress and time pressure.

## OTHER QUALIFICATIONS

### Knowledge/Areas of Expertise:

Specific program rules, regulations, principles, practices and procedures.

Thorough record-keeping techniques.

Modern office practices, procedures and equipment.

Electronic systems and technological support.

District organization, operations, policies and objectives.

Oral, written and interpersonal communication skills using tact, patience and courtesy.

Applicable sections of State Education Code, Federal and States laws and other applicable laws.

Word processing, spreadsheet and database programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles of providing training and work direction.

### Abilities/Skills:

Initiate, develop, maintain operations of a specific area assignment.

Organize day-to-day operations of specific area.

Train and provide work direction to others.

Assign and review the work of others.

Develop and maintain complex budgets.

Understand a diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the program needs.

Analyze situations accurately and adopt an effective course of action.

Operate standard office machines and electronic systems including calculator, computer terminal, typewriter and copier.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

## WORKING CONDITIONS

Typical office setting.

Extensive computer work.  
Long periods of standing and sitting.  
Ability to carry up to 25 lbs.  
Ability to move from one work area to another as needed.

**CLOSING DATE:** Wednesday, June 7, 2023, at 3:00pm

**SALARY: Starting salary is \$5,347 per month.** Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$6,880 monthly).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

### **CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days, in-person Monday through Friday, 8:00am – 5:00pm. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

### **BENEFIT HIGHLIGHTS**

#### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

#### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

#### **Retirement**

Full-time employees contribute a percentage of their regular salary to the Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

#### **Summer Work Hours**

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. **You may check the status of your application online.**

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

**El Camino College**  
**HR Service Partner**  
Mark Rogers  
310-660-3593, Ext. 3479  
[mrogers@elcamino.edu](mailto:mrogers@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

### JEANNE CLERY ACT COMPLIANT

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at [www.elcamino.edu/about/depts/police/cleryact/index.aspx](http://www.elcamino.edu/about/depts/police/cleryact/index.aspx). These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.*

**EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*