



El Camino College

Project Specialist (Curriculum)



BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of complex, specialized assignments requiring a high degree of technical knowledge, skill and independent judgment.

This position is contingent upon available categorical funding

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.

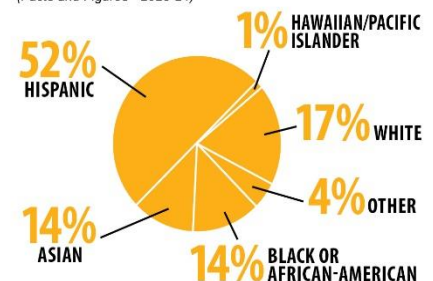
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



PROJECT SPECIALIST (CURRICULUM)

Division: Academic Affairs

Posting Closing Date: 11/14/2025

Req: C2526-023

Position Type: Classified

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

Perform and conduct a variety of research, reporting and statistical functions.
Organize, evaluate and compile data for various governmental agencies.
Design, develop and revise policies, administrative procedures, forms and manuals as directed.
Audit, compile and maintain documentation for District fiscal/program related matters.
Maintain and update a variety of fiscal/program related records Prepare federal and State reports as assigned.
Assist in the design and maintenance of computer applications.
Coordinate and assist with a variety of projects.
Organize data for statistical computations as necessary in producing statistical reports.
Exercise independent judgment regarding reliability and consistency of data gathered for reports, analysis and evaluations.
Assist and cooperate with assignments from other divisions as necessary.
Assist with various office clerical and secretarial functions. Perform related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to: two years college level training in accounting or related field and three years increasingly responsible fiscal, statistical and clerical office experience.

DESIRED QUALIFICATIONS

College level training in business.
Perform and conduct a variety of research, reporting and statistical functions related to curriculum.
Coordinate and assist with a variety of projects related to curriculum.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Research methods and techniques.
Advanced report writing methods and techniques.
Statistical record-keeping, report writing, structure and formats.
Modern electronic office equipment such as computers, word processors and calculators.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Laws, rules, regulations involved in assigned activities.

Abilities/Skills:

Perform and conduct a variety of research, reporting and statistical functions at a paraprofessional level.
Organize, evaluate and compile data for various governmental agencies.
Design, develop and revise policies, administrative procedures, forms and manuals.

Audit, compile and maintain documentation for District fiscal/program related matters and maintain a variety of fiscal related records.

Operate on-line terminal, PC and other modern office equipment.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

Learn department and program objectives and goals.

Exercise tact and discretion when interacting with others.

WORKING CONDITIONS

Extensive computer work.

Dexterity of hands and fingers to operate a keyboard.

Exchange information in person and on the telephone

Sit for extended periods of time.

High volume telephone usage.

CLOSING DATE: FRIDAY, NOVEMBER 14, 2025 at 3:00pm

SALARY: Starting salary is \$5,724 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 (\$7,346 monthly).

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 workdays. 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://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.

Retirement

Full-time employees contribute a percentage of their regular salary 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.

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

Martha E. Lopez

310-660-3593, Ext. 5809

melopez@elcamino.edu

16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes 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 paper 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.