

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: PROGRAM COORDINATOR**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinate the maintenance and implementation of an assigned program; assist students within an assigned program to achieve educational, vocational and personal growth goals.

**REPRESENTATIVE DUTIES:**

Coordinate the administration of an assigned program; initiate and coordinate activities designed to achieve departmental/program goals. *E*

Develop and coordinate orientations, seminars and workshops designed to familiarize students with educational and career opportunities. *E*

Assist in coordinating a public information and relations program to familiarize students with the services and programs at the college; develop and coordinate community outreach activities. *E*

Monitor student progress and perform follow-up surveys on programs, courses and student success. *E*

Advise and assist students with enrollment procedures; promote student retention through support, encouragement and guidance; participate in coordinating program with outside participating agencies. *E*

Advise and assist students in need with obtaining student services from campus and/or community resources through referral to these offices or agencies; support internship programs as assigned. *E*

Participate in the educational advising training program. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- College application and enrollment procedures.
- Student services available at the college.
- Modern office procedures, methods and equipment.
- Uses and applications of computer equipment.
- Correct English usage, spelling, grammar and punctuation.

**ABILITY TO:**

- Communicate information to individuals and small groups.

Interpret and apply the policies and procedures of the college and assigned program.  
Interact with and motivate others.  
Maintain records and prepare reports.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree and two years of increasingly responsible program planning experience, including experience working with students in an academic environment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>2</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs.  |
| <u>4</u> | i. | Ability to operate office equipment.   |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*