

Coordinator, School of Continuing Education

Position Information

Position Information

Position Title	Coordinator, School of Continuing Education
Posting Number	CM-027-2022
Department:	Short Term Vocational
Position Classification	Classified Unit A
Time (Percent Time):	100%
Term (months/year):	12 Months/Year
Current Work Schedule (days, hours):	Monday - Friday, 8:00 am - 5:00 pm
Salary Range:	A-112
Salary:	Steps 1 - 6: \$6,344 - \$8,097
Shift Differential:	Shift differential eligibility based on the current collective bargaining agreement.
Open Date:	08/24/2022
Initial Screening Date:	09/20/2022
Open Until Filled:	Yes
Application Procedure:	<p>Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PT) on the listed Initial Screening Date are assured consideration.</p> <p>Applicants must submit all of the following materials online, unless otherwise noted, at Mt.SAC Employment Website to be considered for this position:</p> <ol style="list-style-type: none">1. A Mt. San Antonio College online application.2. A cover letter describing how the applicant meets the required education and experience.3. A detailed résumé that summarizes educational preparation and professional experience for the position.4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.5. Optional – Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.
Health & Welfare:	<p>Mt. San Antonio College offers a competitive and excellent benefits package to eligible employees providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.</p> <p>The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.</p> <p>The District participates in the Public Employees' Retirement System (PERS), State Teachers' Retirement System (STRS) retirement programs, and National Benefit Services.</p>

	<p>*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the Mt. San Antonio College Benefits Website for further information.</p>
Basic Function/Overview:	<p>DEFINITION: Under general supervision, plans, organizes, and coordinates the development and implementation of all programs and services of the School of Continuing Education; researches and gathers various program data and develops reports; provides highly complex and responsible support to the Dean, School of Continuing Education in areas of expertise.</p> <p>SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the Dean and Associate Deans, School of Continuing Education. Exercises direct and general supervision over professional, instructional, technical, and administrative support staff.</p> <p>CLASS CHARACTERISTICS: This is a coordinator classification responsible for planning, organizing, and coordinating the School of Continuing Education services and activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean and Associate Deans, School of Continuing Education in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other departments. This class is distinguished from the Dean and Associate Deans, School of Continuing Education in that the latter oversees the programming and administration of the District's entire continuing education division.</p>
Essential Duties & Responsibilities	<ol style="list-style-type: none"> 1. Plans, organizes, and coordinates the daily functions, operations, and activities of the School of Continuing Education (SCE). 2. Provides direction, training, orientation, and guidance to assigned staff; prepares weekly, monthly, semester, and annual enrollment reports and daily schedules of SCE classes; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations. 3. Assists in establishing schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies. 4. Participates in the development and implementation of goals, objectives, policies, and priorities for the program; makes recommendations to the Dean and Associate Deans, School of Continuing Education regarding appropriate services, facilities and resources; recommends and administers policies and procedures. 5. Participates in the development, implementation, and monitoring of the program budget and plans. 6. Develops and practices methods to continually improve efficiency and effectiveness of assigned programs; assesses and monitors schedules and enrollment data and communicates with community partners where off-site classes are held; identifies opportunities for improvement and makes recommendations to the Dean and Associate Deans, School of Continuing Education. 7. Prepares, submits, and evaluates course schedules and enrollment projections each semester. 8. Assists with assessment and identification of new and revised courses, programs, and services. 9. Coordinates and works with faculty in developing and evaluating Student Learning Outcomes (SLO) for the program; monitors class enrollment and attendance reporting; coordinates and prepares programs review for the Division. 10. Advocates for SCE through state and local organizations and publications. 11. Compiles and analyzes data and makes recommendations for the program; prepares comprehensive technical records and reports, as specified in state and federal reporting including Adult Education Block Grant (AEBG), Noncredit Student Success and Support Programs (NC SSSP), and Workforce Innovation and Opportunity Act (WIOA). 12. Plans, organizes, and implements program events and meetings, including student advisory group meetings, focus groups, and faculty orientations. 13. Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of adult education and other services as they relate to the area of assignment. 14. Advises, provides guidance, prepares, and delivers presentations on issues pertaining to SCE programs and services. 15. Maintains and directs the maintenance of working and official program files and program website. 16. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required. 17. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean and Associate Deans, School of Continuing Education.

	<p>18. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.</p> <p>19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.</p>
Other Duties:	Performs other related duties as assigned.
Knowledge Of:	<p>1. Basic principles and practices of providing technical and functional direction and training to assigned staff.</p> <p>2. Budget development, administrative practices, and program coordination practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.</p> <p>3. Principles and practices of developing, implementing, and evaluating older adult education program.</p> <p>4. Theories, principles, and practices of adult education, vocational education, and the application to working with adult education students.</p> <p>5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to adult and vocational education programs, projects, and operations.</p> <p>6. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.</p> <p>7. Principles and procedures of record keeping.</p> <p>8. Modern office practices, methods, and computer equipment and applications.</p> <p>9. English usage, spelling, vocabulary, grammar, and punctuation.</p> <p>10. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.</p> <p>11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socioeconomic and ethnic groups.</p>
Skills and Abilities:	<p>1. Plan, schedule, assign, and oversee activities of assigned personnel.</p> <p>2. Inspect the work of others and maintain established quality control standards.</p> <p>3. Train others in proper and safe work procedures.</p> <p>4. Identify and implement effective course of action to complete assigned work.</p> <p>5. Prepare and administer budgets; allocate limited resources in a cost effective manner.</p> <p>6. Work effectively with faculty to support an instruction and learning environment.</p> <p>7. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.</p> <p>8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques using various database and statistical software.</p> <p>9. Effectively administer older adult education programs, projects, events, and administrative activities.</p> <p>10. Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.</p> <p>11. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.</p> <p>12. Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.</p> <p>13. Establish and maintain a variety of filing, record keeping, and tracking systems.</p> <p>14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.</p> <p>15. Operate modern office equipment including computer equipment and specialized software applications programs.</p> <p>16. Use English effectively to communicate in person, over the telephone, and in writing.</p> <p>17. Understand scope of authority in making independent decisions.</p> <p>18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.</p> <p>19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.</p>
Minimum Qualifications	Equivalent to graduation from a regionally accredited four-year college or university, and five (5) years increasingly responsible experience working in a program within an academic setting or three (3) years of program or project coordination experience.
Equivalencies:	Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.
Preferred Qualifications:	

License(s) & Other Requirements:	The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
Examination Requirements:	
Working Environment:	Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.
Physical Demands:	Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.
Hazards:	
Conditions of Employment:	<p>The person holding this position is required to be present on Mt. San Antonio College's campus to perform all essential duties and responsibilities.</p> <p>Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.</p> <p>Notice to all prospective employees – The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.</p> <p>As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: Mt. SAC Annual Security Report.</p> <p>The person holding this position is considered a 'Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.</p>
Typing Certificate Requirements:	
Special Notes:	<p>A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.</p> <p>DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.</p> <p>TRAVEL POLICY : Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to a \$500 maximum (per position recruitment). Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date.</p> <p>THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.</p>

Foreign Transcripts:	Transcripts issued outside the United States 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. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the National Association of Credential Evaluation Services Website .
Inquiries/Contact:	Human Resources 1100 N. Grand Avenue, Walnut, CA 91789-1399. Phone: (909) 274-4225 E-mail: employment@mtsac.edu
Selection Procedure:	A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview. Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.
Special Instructions to Applicants:	To be guaranteed consideration, it is the applicant's responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at Mt. SAC Employment Website to complete and submit your application for this position.
EEO Policy:	The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.
Conflict of Interest	Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).
Cancel RTF Policy:	We reserve the right to re-open, re-advertise, delay, or cancel filling this position. This recruitment may be used to fill future vacancies.
Quick Link	https://hrjobs.mtsac.edu/postings/9437

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment? How would you see yourself demonstrating it here?
(Open Ended Question)
2. * What does 'equity' mean to you? How would you enact your definition of equity in this position?
(Open Ended Question)
3. * Incomplete application packets will not be considered. Stating "see resume" on your application will be considered an incomplete response.
 - I understand this statement
4. * Evidence of minimum qualifications must be established in the online application form. Supporting documents such as cover letter, resume, etc. will not be used for the purpose of determining minimum qualifications.
 - I understand this statement
5. * Employees must be California residents on their date of hire and for the duration of their employment with Mt. SAC.
 - I understand and agree to abide by this statement
6. * The District does not provide sponsorship for authorization to work in the United States. Work authorization should be

established at the time of application submission.

- I understand this statement

Optional & Required Documents

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcripts to Meet Required Qualifications

Optional Documents

1. Foreign Transcripts Evaluation
2. Letter of Recommendation 1
3. Letter of Recommendation 2
4. Letter of Recommendation 3
5. Other Document 1