

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Project/Program Coordinator	Range:	A-73
Date Revised:	5/7/04	Date Approved:	

PRIMARY PURPOSE

This position is responsible for the coordination of a project/program for a specific population; oversees services and related activities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership and direction to faculty, staff and program participants
2.	Develops and implements procedures necessary to project/program
3.	Implements budget and assists with its development; maintains records and reports on budgets, personnel and payroll
4.	Coordinates all project/program activities required for the project/program
5.	Evaluates, reviews, and monitors performance of participants related to outcomes of project/program
6.	Supervises hourly staff, reviews timesheets and compares with the approved schedule; works closely with appropriate manager of area
7.	Prepares reports as required by the project/program, in cooperation with the area manager
8.	Serves as technical resource for the project/program
9.	Serves as liaison to various campus and community groups
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
11.	Performs related duties as assigned

WORKING RELATIONSHIPS

The Project/Program Coordinator maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE

Associate's degree required with expertise in the project/program subject area; a Bachelor's degree is preferred; two years of experience in area of expertise by project/program is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Organization, operations, policies and objectives
- Applicable sections of State Education Code and other applicable laws
- Record keeping techniques
- Operate personal and/or mainframe computers

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Ability to:

- Write clear and concise reports; carry out oral and written instructions
 - Interpret, apply and explain rules, regulations, policies and procedures
 - Compile, organize, and analyze statistical data
 - Work confidentially with discretion
 - Understand and follow oral and written directions
 - Communicate effectively, both orally and in writing
 - Plan, organize, and prioritize work
 - Meet schedules and time lines
 - Work independently with little direction
 - Understand scope of authority in making independent decisions
 - Review situations accurately and determine appropriate action according to established guidelines
 - Establish and maintain effective working relationships with others
 - Communicate with all individuals involved with project/program
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WORKING CONDITIONS

College office environment; some walking to other areas on campus where project/program is being conducted; may require some driving to community locations; work in a team environment.
