

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



COORDINATOR OF STUDENT SUCCESS SERVICES AND PROGRAMS

**530034/29
FLSA: EXEMPT**

DEFINITION

Under general supervision of the Dean of Student Services, coordinates a variety of student success services, initiatives and programs to fully implement core matriculation services on campus. Responsible for coordinating an array of student success services that provide a pathway to degree/certificate completion and retention which includes: coordinating new student orientation, assessment on and off campus, recruitment/outreach, academic and career advising, assisting students in declaring a major or certificate program early, coordinates retention of current and prospective students, and follows up with students who are on probation.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the assigned Administrator. Supervises full time and part time classified staff and student workers.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the implementation of SB1456 and Student Success Services and Programs (SSSP) on and off campus.
- Coordinates student success services to prospective, new and continuing students in specialty fields such as assessment, career and/or educational planning, registration, financial aid and scholarships, Extended Opportunities and Services (EOP&S), foster youth services, veterans, and/or other areas within student services.
- Coordinates, plans, develops and conducts workshops to provide students with specialized assistance and information in admission/records, assessment, orientation, transfer, financial aid, scholarships, graduation, retention/probation, job/career searches, and other related student service areas.
- Assists students in determining program eligibility and obtaining information required to develop student educational, financial and career plans.
- Process applications and forms according to established procedures; request transcripts, records and other information needed to determine status of applications and forms-adhere to the requirements of FERPA as it applies to student records.
- Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.

- Coordinates SARS, Datatel and MIS data collection to assist students with scheduling participation in student success services.
- Select, administer, score and interpret assessment tests and assessment instruments; analyze alternative courses of action and assist students in developing appropriate plans.
- Assist faculty with student academic course planning and degree completion plans.
- Communicate with academic/career counselors, Center personnel, business leaders, social service agencies, community resources, educational institutions and others to coordinate outreach/recruitment activities, workshops, and/or exchange information and refer students for further assistance.
- Maintain current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.
- Prepare and maintain records, reports, lists and files related to assigned function.
- Develop forms, spreadsheets, databases, handbooks, manuals and other written materials to facilitate student coordination.
- Train and provide work direction to assigned personnel and student assistants; recruit and select hourly employees as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- SB1456 and SSSP policies and procedures.
- Title 5 regulations.
- Specialized functions, operation and activities in an assigned student coordination area.
- Interview techniques.
- District services and community resources available to students.
- Oral and written communication skills.
- Spreadsheets and databases.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Technical aspects of field of specialty.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures, and equipment.

Ability to:

- Provide specialized paraprofessional duties and coordination to students in a specialty field. Assess student needs and interests and develop viable plans and alternatives.
- Interview students to determine program eligibility and obtain relevant data.
- Plan, develop and conduct informational workshops.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Maintain records and prepare records.
- Lift 30 pounds.
- Work nights and weekends.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor degree in Social Sciences and Human Service AND three years of increasingly responsible experience in a student services or related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

ENVIRONMENTAL ELEMENTS

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Adjustable work schedule to include nights and weekends.

Lifting boxes and storage up to 30 pounds.

Direct contact with students with various health conditions (AIDS, HIV, Hepatitis, etc.)

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.