

Job Description/Title: RE-ENTRY & MULTICULTURAL RESOURCE CENTER COORDINATOR
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

RE-ENTRY & MULTICULTURAL RESOURCE CENTER COORDINATOR

JOB SUMMARY

Under general direction, coordinate the day-to-day activities of the Women's Program Re-Entry/Multicultural Resource Center. Receive limited supervision within a broad framework of standard policies and procedures. Provide information and guidance to the Women's Program Re-Entry/Multicultural Resources Center staff in the absence of the Women's Program Director. Provide information and assistance for students not requiring the services of a counselor. Perform various activities and provide information and assistance related to single parent, displaced homemaker, and re-entry services of the college to students and potential students. Inform students of eligibility requirements and availability of program offerings. Establish and maintain good public relations with staff, students, and the community.

EXAMPLES OF FUNCTIONS

Essential Functions

Provide day-to-day staff training and coordination of Center activities; initiate planning and coordination of routine projects; process administrative details not requiring the immediate attention of the program director.

Coordinate day-to-day problem solving and development of office procedures, making recommendations to Director.

Provide information/assistance to students and at community outreach presentations regarding services and activities of Women's Programs, and the Re-Entry and Multicultural Resource Center.

Assist program director in the development of rules and procedures; serve as a source of information to center staff and students regarding the policies and procedures of the program; provide information where judgment, knowledge and interpretation are necessary.

Refer inquiries from staff and students to appropriate sources as necessary.

Interview prospective students for program eligibility and refer all prospective students to other MPC departments or community services as needed.

Provide intake, orientation, matriculation, and retention services for students; assist program participants in understanding requirements and resolving paperwork or system problems; expedite resolutions of problems requiring off-campus resources.

Assist students in understanding and applying information contained in the course catalog and MPC application processes including Financial Aid and scholarships; assist students with writing resumes and completing forms and applications; design and conduct Scholarship Application workshops; assist students one-to-one in designing and writing scholarship essays.

Participate in planning and coordinate producing the Annual MPC Monterey County Women's Multicultural Conference, including development, design, and production of all databases, invitation, advertising, and event programs for annual conference.

Coordinate record keeping for program participants; make follow-up reports on students and services in a variety of programs; maintain records and accountability for the Low Income Student Textbook Loan Program and Peggy Baskin Women's Studies Textbook Loan Program; and maintain confidentiality of participants' records.

Monitor a variety of trust accounts; prepare accountability reports to College, Chancellor's Office, and federal government, when necessary.

Participate in program planning and evaluation; identify needs and develop resources and strategies to assist outreach planning and student orientation and retention; coordinate with other campus and community services to assure students' needs are met; avoid duplication of services; collect labor market economic information.

Assist program director in grant writing to raise funds.

Coordinate program of student recruitment; participate in registration and monitoring progress of participants.

Coordinate recruitment and retention of students who may be eligible for vocational, self-enhancement, or transfer programs, continuing programs with high schools, adult education programs, and other educational institutions.

Oversee maintenance of catalogues of Women's Programs book and video collections and daily log of student contact.

Organize and supervise Women Supporting Women projects; plan, implement Re-entry First Friday program; maintain "Free Cupboards" for clothing and other student needs; coordinate planning, preparation and participation in monthly calendar of events.

Write articles for Women Supporting Women Newsletter; produce and coordinate the distribution of newsletter.

Plan, schedule and conduct workshops, which may include but are not limited to: money management, study skills, time management, and scholarship application.

Coordinate, maintain and update Community Resource Bank; communicate with community agencies, organizations, professionals and other colleges to maintain up-to-date resource data.

Perform ongoing students' needs assessment; research, develop and coordinate provision of resources to address needs.

Coordinate the development of forms, workbooks, memos, and flyers for department programs as needed; coordinate the distribution of program information and flyers.

Coordinate development and use of databases for program groups such as Women Supporting Women, Women Mentoring Women, conference attendees, community organizations, program students, and multiple contact lists for various program functions; and coordinate mailings.

Coordinate collection of informational resources to meet needs of Women's Studies students in the Resource Center.

Collaborate with the Public Information Office to plan facilities for events and provide information for public service announcements.

Participate on committees as required; represent/coordinate Women's Programs with other groups such as CalWORKS, Behavior Advisory Group and other related groups.

Represent Women's Programs and MPC on community organizations, including the Monterey County Commission on the Status of Women, Professional Women's Network, Planned Parenthood, Women's International League for Peace and Freedom, and other organizations.

Coordinate the day-to-day operation and acquisitions for the Career Clothing Closet, Personal Necessities Cupboard, Emergency Food Pantry, and the School Supplies Cupboard; participate in maintaining required records.

Coordinate Women Supporting Women and Women Mentoring Women programs and their membership information and mailing lists.

Other Duties

Perform other related duties as assigned.

Order supplies as needed

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of approximately two years of college level course work, including courses in office administration, Women's Studies or a related field and two years of increasingly responsible administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: current office methods and practices including filing systems, receptionist and telephone techniques; computer spreadsheet and word processing programs as needed to fulfill the requirements of the job; community college functions; basic mathematical computations; issues included in women's studies; human and public relations techniques; vocational education and transfer programs and re-entry issues. Bilingual in English and Spanish very helpful.

Ability

Ability to: establish and maintain effective work relationships with those contacted in the performance of required duties; coordinate complex projects; provide direction to others; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus; understand and carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply office procedures, rules, and regulations; use good judgment in fulfilling the functions of the job; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; use word processing and/or spreadsheet programs to efficiently and accurately produce reports and documents as required; learn and use efficiently new software programs as required to successfully fulfill the duties of the job; efficiently operate a variety office equipment; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of light to moderate weight parcels or supplies up to 15 pounds. Indoor work environment.