

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION:

**EDUCATIONADMIN.
SUPERVISORY/MANAGEMENT**

CLASS TITLE:

**COMMUNITY EDUCATION
CENTER COORDINATOR**

SALARY TABLE: 30

SALARY RANGE: 134

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize, coordinate and implement the operations and activities of the Community Education Center to provide international and domestic students with bilingual programs and, services, technical assistance concerning immigration, citizenship matters and literacy classes; participate in activities to enhance student enrollment, coordinate communications, information and personnel to meet student needs and assure smooth and efficient Community Education Center activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement the operations and activities of the Community Education Center to provide international students with programs, services and technical assistance concerning immigration and citizenship matters; establish and maintain related time lines and priorities; assist in assuring related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate communications, information and personnel to meet student needs and assure smooth and efficient Community Education Center activities; participate in the development and implementation of Community Education Center programs, projects, functions, services, goals, objectives and activities; assure proper and timely resolution of related immigration and citizenship issues and conflicts.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Direct and participate in consultation functions concerning Community Education Center programs, services and related immigration, citizenship matters and literacy; respond to inquiries, resolve issues and conflicts and provide detailed and technical assistance and information concerning related standards, requirements, applications, laws, codes, regulations, policies and procedures.

Oversee and participate in the evaluation of applicant information and determination of student eligibility for various Community Education Center programs and services; direct the review and processing of related forms, applications and documents; advise students concerning the application process; supervise and participate in the collection of program and service fees.

Coordinate communications, information and services between College administrators, personnel, governmental agencies, outside organizations and the public to assure smooth and efficient activities; develop and implement marketing, recruitment and promotion functions to enhance student awareness of Community Education Center programs and services; arrange for media advertisements.

Monitor and evaluate Community Education Center operations, services and programs for financial effectiveness and operational efficiency; participate in the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Community Education Center.

Participate in the development and preparation of the annual preliminary budget for the Community Education Center; review and evaluate related budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as directed.

Serve as a liaison between the College and the United States Center for Immigration Services (USCIS); develop strategies and provide technical assistance to Center personnel in communicating and resolving issues with USCIS.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, services, case management, personnel, financial activity, budgets and assigned duties.

Provide technical information and assistance to the Director-Registration & Technology concerning Community Education Center programs, services, needs and issues; assist in the formulation and development of policies, procedures and programs.

Maintain current knowledge of laws, codes, rules, regulations, initiatives and pending legislature related to immigration, citizenship and Center activities; assist in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as necessary.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Attend, conduct and participate in a variety of meeting and in-services as assigned; prepare and deliver oral presentations concerning Community Education Center programs, services and related immigration, citizenship matters and literacy.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of Community Education Center operations, activities, programs, services and technical assistance functions.

Federal laws, codes, regulations, policies and procedures concerning immigration and citizenship.

Immigration and Naturalization Act.

Educational programs, services, standards, requirements and procedures related to international students.

College, State and federal standards and requirements concerning international student programs and services.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of international students.

Correct oral and written usage of English and a designated second language.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Basic public relations techniques.

ABILITY TO:

Plan, organize, coordinate and implement the operations and activities of the Community Education Center to provide international students with programs, services and technical assistance concerning immigration and citizenship matters.
Coordinate communications, information and personnel to meet student needs and assure smooth and efficient Community Education Center activities.
Train and evaluate the performance of assigned personnel.
Assure proper and timely resolution of immigration and citizenship issues and conflicts.
Oversee and participate in the evaluation of applicant information and determination of student eligibility for various Community Education Center programs and services.
Develop and implement marketing, recruitment and promotion functions.
Read, write and speak English and a designated second language.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and two years increasingly responsible experience working with citizenship, immigration or similar social service programs.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to read, write and speak English and a designated second language.

Willingness to become a Notary Public.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.