

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Program Coordinator I, Transfer Program

Job# 07-071

Closing Date: 12/01/06

The Foothill-De Anza Community College District is currently accepting applications for **Program Coordinator I, Transfer Program, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean of Counseling, plan, develop and coordinate the services of the Transfer Center. Assist with, and participate in the development of, marketing, recruitment, promotion and liaison activities of the Transfer Center and on-campus programs. Coordinate counseling and support services for underrepresented students working with the Transfer Center Director, and the Counseling Department. Coordinate special events, campus tours, annual Transfer Day event, and workshops regarding the transfer process. Plan, coordinate and prepare quarterly schedule of transfer activities as well as the monthly schedule of four-year college representatives' visits to Foothill College. Coordinate and implement the College Transfer Admissions Agreement Program. Provide appropriate information to support students' goals, which might include referral to a counselor and/or other campus resources. Assist students on a one-on-one basis or in groups regarding transfer processes and procedures, including providing resources on transfer eligibility, GE and major requirements, and guaranteed admission agreements. Maintain statistical data; prepare and/or oversee preparation of reports. Identify and acquire materials such as university catalogs, transfer guides, program requirements, university admission applications, student transcripts or other materials essential to the transfer process. Represent the College and the Transfer Center in professional organizations, community activities, and on/off campus committees. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Associate's degree or equivalent in a related field.
3. One-year related work experience.

PREFERRED QUALIFICATIONS:

1. Bachelor's degree.
2. Working knowledge of college transfer processes.
3. Ability to rapidly learn policies and procedures of the college.
4. Ability to interpret and apply institutional policies, rules and regulations.
5. Ability to establish and maintain cooperative working relationships with others.

6. Ability to relate well to a variety of students.
7. Ability to communicate effectively orally and in writing.
8. Ability to plan and organize work efficiently.
9. Ability to initiate activities/actions based upon identified student needs.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Program Coordinator I, Transfer Program.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$4,034.90 per month plus benefits; level N-48

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>