



PROGRAM COORDINATOR, APPLIED TECHNOLOGY TRAINING CENTER (ATTC)

Classified Range: 50

Board Approved: 05/2009 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

This class specification may also be utilized as a categorically funded position and is contingent upon the availability of funds and "life of the grant".

SUMMARY DESCRIPTION

Under general direction of the Director of Applied Technologies Training, coordinates the marketing of programs, development of marketing and outreach informational materials; recruits participants for training; outreaches to businesses and the community; and provides grant resources development support for the Center for the Advancement of Nanotechnology (NanoCenter) and the Applied Technology Training Center (ATTC).

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops marketing plans, strategies, informational materials and advertising campaigns to market the ATTC programs, including training programs for the NanoCenter.
2. Prepares and makes oral presentation to disseminate program information to prospective employers, community organizations, business, and the general public.
3. Coordinates and organizes training events, workshops, forums, internal/external program outreach, and e-mail blasts.
4. Coordinates various outreach and recruitment activities including internal/external training facility and laboratory tours.
5. Assists the director in the development of training proposals, Memorandum of Understanding (MOU) and contracts.
6. Provides all services relating to offering training classes and maintains accurate records of programs and services, including registration processing and collection of fees.
7. Communicates registration status to participants by sending out confirmation e-mails/letters and relevant event/training information.
8. Assists the Executive Director of Economic Development and Corporate Training Division and the Director in the research, writing, and submission of grant proposals and applications for obtaining grant funds to advance the mission of the ATTC.
9. Coordinate activities among partners to keep programs on-schedule, on-budget, and on-target.
10. Conducts summative and formative evaluations of programs and collects relevant data on program outcome and information on success stories.
11. Serves as a liaison between ATTC and various businesses and community organizations.
12. Provides training schedules, catalogues, and other ATTC publications to businesses, organizations, community centers and specific target audiences.
13. Attends a variety of on- and off- campus meetings in support of and related to ATTC activities, events and programs.



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14. Performs related duties as required by the Executive Director of Economic Development and Corporate Training Division.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of program/project development, management, coordination, and review in a public or private sector organizational environment.
- General principles, practices, and procedures of business administration and public administration.
- Strategic planning.
- Local labor market trends.
- Needs assessment techniques.
- Marketing principles, practices, and strategies.
- Pertinent federal, state, and local laws, codes, and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, practices, and procedures of business letter writing.
- Information and research resources available related to areas of assignment.
- Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
- Principles and techniques used in public relations.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- District organization, operations, policies, and objectives.

Ability to:

- Effectively represent ATTC to outside individuals and agencies to accomplish the goals and objectives of the division.
- Work with diverse client populations while displaying effective customer service skills.
- Manage and organize training programs and grants.
- Recognize opportunity and create a successful plan to obtain success.
- Develop and implement marketing strategies.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Coordinate and participate in the management of assigned projects, programs, or program area functions and services.
- Establish and maintain community relationships.
- Understand the nature of partnerships and identify mutual interests.
- Assess community needs to develop appropriate service partnerships for assigned programs.
- Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.
- Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.



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- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Compile data, maintain records and files and prepare a variety of clear and concise administrative, technical and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently and effectively in the absence of supervision.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university with major course work in business administration, marketing, communications, public administration, public relations, or a related field.

Experience:

- Two years experience in marketing and outreach of workforce, economic, and organizational development and/or project management including familiarity with and/or experience in offering workforce training.

Desired Requirements:

- Possession of a valid California Driver's License.
- Demonstrate sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.