

Position Information: <https://wvm.peopleadmin.com/postings/3667>

Position Title	Program Specialist, International Programs
How many positions are you recruiting for?	1
Campus	Mission College

Position Summary Information

The Department of International Programs is seeking a talented individual to fill this position of International Program Coordinator.

Mission College has been serving international students for over 20 years. The college offers its own intensive English language program as well as other international student programs to help students meet their academic, professional, and personal goals. Mission College is located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive atmosphere.

Definition

The purpose of this position is to perform a variety of technical support functions for an assigned program or programs within a college department or division; to implement routine but specialized aspects of the program independently; to provide program information and advice to students; to oversee and direct the work of student workers; and to provide technical and administrative support to the program director.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of October 23, 2017. Schedule may change to include some evening or weekend hours, as needed. This position is a member of the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit, in the Program Specialist classification.

Work Location: Mission College, Santa Clara, CA

Anticipated Hiring Range:

Salary and Benefits • \$5,203–\$5,682 monthly (Program Specialist classification, WVMCEA Salary Schedule, Range 64, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Voluntary life insurance.
- 13 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 10 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$40 to \$200 monthly.
- \$500 longevity award annually after 10 years of service and \$1,000 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated with required dues.

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

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Minimum
Qualifications**

AND

2. Equivalent to an Associate's degree from an accredited college with major coursework in a field related to area of assignment.

AND

3. Two years of responsible experience related to specific program area.

**Desired
Qualifications**

- Preferred degree in education, teaching English to speakers of other languages, language program administration, or any other related to international education.
- Speaks a second language
- ESL or EFL teaching experience

**Knowledge and
Abilities**

Knowledge of:

- Principles, practices, and techniques of budgeting and bookkeeping.

- Methods, procedures and equipment used in office management, including computers and applicable software.
- Methods and techniques of recordkeeping, data entry, and file maintenance.
- Correct English usage, spelling, grammar, and vocabulary.
- Pertinent federal, state, and district laws, codes and regulations pertaining to assigned program.
- College and district policies and procedures.
- Contracts, curriculum, and other information and documents related to program.
- Basic research methods and techniques.
- Principles and practices of office management.
- Methods and techniques of statistical and data reporting.
- Basic principles and methods of training and interviewing.

Ability to:

- Recruit, train, and direct the work of student assistants and tutors in the assigned program.
- Interpret, apply, and explain pertinent regulations, policies, and procedures.
- Provide advice and information regarding program processes, regulations, and services.
- Monitor program budgets.
- Plan, organize, coordinate, and implement program activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach office equipment; perform simple grasping and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Make oral presentations to individuals or groups.
- Learn and explain application procedures and eligibility requirements of assigned program.
- Serve as an advocate for program participants.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.

- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Specific duties under this position include plan and coordinate the day-to-day operations of the Intensive English Program, Danish Program, and other short-term international programs at Mission College.

Duties may include, but are not limited to, the following:

- Plan, coordinate and schedule program-related services, activities, events, and meetings.
- Plan, prepare, edit and proofread a variety of materials such as contracts, course outlines, correspondence, requisitions, student records, timesheets, statistical and annual reports, and program guidelines, policies, and procedures.
- Provide information and assistance to students, district faculty and staff, and community members and/or outside groups regarding program operations, activities, and eligibility.
- Serve as initial point of contact for program participants; provide support and advice to students regarding program processes and regulations, and make referrals to appropriate campus and community resources as necessary; assist with problem solving and selecting appropriate solutions.
- Communicate with instructors, vendors, and suppliers regarding program facilities, supplies and equipment; maintain supply inventory; monitor and report needed equipment repairs.
- Create program marketing materials; participate in recruitment and outreach events.
- Recruit, select, train, evaluate, and direct the work of student workers and/or contract employees; may review proposals and negotiate terms with contract employees.
- Monitor and analyze data and prepare various financial and narrative reports; may monitor program budget.
- Evaluate the completeness of student applications for assigned programs; coordinate program intake processes; assure compliance with program-related regulations; communicate with students regarding missing documents.
- Maintain program facilities in a clean and orderly condition; may coordinate custodial and maintenance functions with district staff; may adjust and perform maintenance or minor repairs to equipment as needed.
- Make recommendations, place orders, and maintain records for the purchase of office equipment and supplies; prepare and process a

**Examples of Duties
and
Responsibilities**

variety of contracts, purchasing requests, and invoices; receive and store supplies.

- Communicate and coordinate with district and department managers, faculty, and staff to provide information on program services; may assist with development of program policies and procedures.
- Organize and maintain extensive and confidential databases, records, and student files for assigned program.
- Interpret, articulate, and disseminate information on applicable laws and regulations to students and administrators.
- May function as office manager.
- May participate in and/or serve on various program-related district and outside committees, as assigned.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Working Conditions

Not applicable

Other Duties

Physical Demands

Not applicable

APPLICATION INFORMATION:

Applicant Information

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Resume; (3) Unofficial copies of transcripts; (4) Cover letter and/or reference list, if requested; and (5) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.

- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state “any combination equivalent to,” then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2653 Fax: (408) 867-9059

Email: Jobs@wvm.edu

SELECTION PROCESS INFORMATION:

Selection Process

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.

- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**Special
Instructions to the
Applicant**

Posting Detail Information

Posting Number FY17/18-714FT

Open Date 08/16/2017

Close Date 09/12/2017

Open Until Filled No

Requisition Specific Questions

Required fields are indicated with an asterisk (*).

1. * Describe your experience in working with a diverse population of students including those who are international students with limited English-speaking proficiency.

(Open Ended Question)

2. * Describe your work experience in planning, coordinating, promoting events and activities to promote student engagement and success.

(Open Ended Question)

3. * Explain which software applications you have used in the past work experience to organize events, communicate with others, and keep track of data.

(Open Ended Question)

4. * Describe your work experience of how you prioritized multiple responsibilities and met deadlines.

(Open Ended Question)

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter
3. Transcripts

Optional Documents

1. Additional Transcripts
2. Other Related Licenses or Certificates