

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Program Specialist

**Department:** Various

**Location:** District-wide

**Date:** 8/27/2017

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**POSITION PURPOSE**

Under the direction of an assigned administrator, coordinate a large number of activities within a special program ranging from recruitment to producing handouts and marketing materials and providing information to student participants. Functional direction may be provided by a Counselor or Instructor assigned to the program.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Assist in the coordination and implementation of program activities.
2. Conduct community outreach, including public presentations and expanding and maintaining a community network, both on and off campus; presentations to be to both student groups and community members.
3. Produce and disseminate communication materials.
4. Plan and organize orientations and events.
5. Attend a variety of program-related functions on and off campus.
6. Coordinate general front office activities including referring students to appropriate locations, answering the phones, assisting in preparing reports and program correspondence.
7. Collect and assemble statistical data regarding program activities and achievements.
8. Maintain program accounts and perform regular bookkeeping activities.
9. Provide general administrative support to the program.
10. Learn and follow program policies and procedures.
11. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

1. Office administrative practices and procedures including filing and the operation of standard office equipment, particularly personal and online computers and appropriate application software – MS Office suite of applications, Internet browsers.

**Skills and Ability to:**

1. Ability to demonstrate success in communicating effectively before diverse audiences, establish and maintain cooperative and effective working relationships, speak and write clearly in English, and work with attention to detail.

**Experience and Education:**

1. Associate's degree.
2. Two years of related experience.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so

## **WORKING CONDITIONS**

### **Environment:**

1. Typical office environment.

### **Physical Demands:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Seeing to read a variety of materials.

Board Approved: recreated from document files  
Salary Range: 89  
EEO Category: 2B4 – Secretarial/Clerical