



Classification Title: Service Learning Coordinator

Department:	Career, Technical, and Extended Education	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	Associate Dean, Workforce Development and Extended Studies	Date of Origin:	May 2018
Supervision Given:	General Supervision	Last Revision:	May 2018

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 by individual positions.

JOB SUMMARY.

Assists in organizing, coordinating and overseeing the activities and support of service learning and volunteer opportunities for students; develops and maintains internal and external partnerships with campus departments, non-profits, government organizations and local schools; supports faculty in efforts to integrate service learning into curriculum; creates and maintains program-specific tracking systems, reports and records; assists in budget development and tracking; may provide lead-level guidance to lower-level classified staff and hourly employees.

DISTINGUISHING CHARACTERISTICS.

The Service Learning Coordinator is distinguished from the Student Support Specialist II by the former's responsibility for the coordination and support of student extracurricular and academic volunteer and community service programs and for providing lead-level guidance to lower-level classified staff and hourly employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates, organizes and oversees service-related programming and service delivery; plans, implements and coordinates programs, events and activities to develop a culture of community involvement and giving throughout the Palomar College community.
2. Actively researches potential service learning opportunities for faculty and students; acts as a liaison with local employers, government agencies and community groups in order to build employer relationships and funding opportunities; maintains database of internships and volunteer opportunities announcements.
3. Provides initial student screenings, assists with the preparation of forms and documents, and determines program eligibility for new and continuing students according to District and program guidelines; identifies ineligible participants and notifies participants of missing requirements and documents if applicable; tracks completion/submission of missing data; notifies students of program acceptance or disqualification; coordinates student placements; schedules, tracks and reports student work hours; coordinates class credits.
4. Assists with the recruitment and training of faculty to integrate student learning objectives into course curriculum; coordinates professional development opportunities.

5. Conducts and/or participates in on- or off-campus service fairs, workshops, class and community presentations and special events; provides information on program eligibility and requirements to potential community partners and students; represents the District in local and national service learning networks.
6. Inputs student data into appropriate systems and maintains and updates student files and records; inputs data into system to track student progress; creates and maintains records of student contacts; checks student status; performs basic research; develops, tracks, analyzes and reports administrative processes, metrics and documents; prepares reporting for accreditation purposes; creates and maintains electronic and physical filing systems.
7. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; processes, scans and routes invoices for payment; calculates budget usage and fund percentages; runs general budget reports through spreadsheets and financial systems and calculates budgets based on the District's fiscal cycles and funding sources; prepares and processes expense-related forms including travel requests and reimbursements, petty cash and expense reports; reconciles credit card statements.
8. Participates in committees that assist in forming collaborative relationships with faculty members.
9. Works with the Associate Dean, Workforce Development and Extended Studies on long-term plan to establish an institutionalized center to house service learning programs.

Marginal Functions:

1. May provide guidance and direction in the work of lower-level classified staff and student workers, including participating in scheduling and assigning work of other employees and assisting in determining the completeness, accuracy and conformance of work with District standards.
2. Develops and maintains program-related marketing materials, handbooks, forms and related policies and procedures.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible administrative support and advisory experience in college-level student activities or a closely related environment.

Education/Training: Equivalent to an associate's degree from an accredited college or university with major coursework in a field relevant to the duties of the position.

Knowledge of:

1. Service learning program goals, objectives, policies, procedures and practices.
2. Volunteer development and management methods and techniques.
3. Assessment, matriculation and course prerequisite policies in higher educational as applicable to areas of responsibility.
4. Principles, methods and practices applicable to the design and implementation of public relations, outreach and marketing programs.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
7. Functions, rules, policies and procedures applicable to assigned areas of responsibility.

8. Basic research methods and data analysis techniques.
9. Federal, state and local laws, regulations and court decisions governing area of assignment.
10. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
11. Modern office practices, procedures and equipment including computers and applicable software programs.
12. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Serving as a lead to lower-level staff.
2. Organizing and overseeing the day-to-day operations, activities and services of a service learning program.
3. Providing community engagement and leadership opportunities to students through service learning.
4. Implementing outreach programs including public speaking and attending events.
5. Communicating information accurately and effectively to a variety of audiences encountered in the workplace.
6. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
7. Reaching sound decisions in accordance with policies and procedures related to assigned area of responsibility.
8. Assisting in preparing and monitoring a program budget.
9. Tracking statistical and financial information utilizing complex spreadsheets and databases.
10. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
11. Maintaining the confidentiality of files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; and repetitive use of hands for extensive use of keyboards; ability to travel and/or drive to various locations throughout the North County San Diego area.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.