



PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Undocumented Resource Center Coordinator

<b>Department:</b>	Counseling Services	<b>EEO6 Code:</b>	5
<b>Employment Group:</b>	Classified	<b>Salary Grade:</b>	27
<b>Supervision Received From:</b>	Dean, Student Success, Equity and Counseling Services	<b>Date of Origin:</b>	9/2022
<b>Supervision Given:</b>		<b>Last Revision:</b>	9/2022

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.**

Coordinates the planning, development and implementation of the College’s Undocumented Resources Center programs and services for undocumented and other underrepresented groups; acts as a liaison between the program and other departments, community partners, governmental agencies, or other educational institutions; coordinates the day-to-day operations and activities of the College’s Undocumented Resource Center; acts as a resource in response to sensitive matters related to undocumented individuals and their needs.

**DISTINGUISHING CHARACTERISTICS.**

The Undocumented Resource Center Coordinator is distinguished from other Student Services classes by its responsibility for coordinating activities in the Undocumented Resource Center and assigned staff and coordinating its resources and services to support undocumented/underrepresented students.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

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

1. Plans, schedules and coordinates the operations and activities of the Undocumented Resource Center; ensures that current and potential undocumented, and mixed-status students have access to the resources, services and protections provided to California Community College students; assists current and potential students with understanding and completing various forms/applications and meeting program and matriculation requirements; screens student needs for Counselors and schedules student counseling appointments; coordinates enrolled student access to multiple forms of student services and support, including access to educational and financial assistance; develops a safe, culturally sensitive and welcoming environment.
2. Serves as Palomar’s Dreamer Resource Liaison (DRL) to assist students, using English and/or Spanish languages, to access financial aid, social services, state-funded immigration legal services, internships, externships and academic opportunities that are available to students; collaboratively establishes streamlined processes to support undocumented, Deferred Action for Childhood Arrivals (DACA), AB-540 and other related student populations; provides students information on potential immigration issues and how to maintain and comply with institutional requirements; assists with the submission of a variety of required reports.

3. Participates in training and providing day-to-day lead work direction to lower-level staff, short-term employees and student workers; assigns work and ensures completeness, accuracy and conformance with District/departmental and legal/regulatory requirements and standards; provides information, guidance and training on work processes and technical procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect; coordinates travel to conferences, activities, and retreats; may chaperone trips.
4. Assists with the identification and delivery of program-related professional development opportunities; coordinates and collaborates with other departments to develop and implement programs and projects to educate faculty and staff on the needs and concerns of undocumented student populations; develops a network of campus allies.
5. Develops campus and community resource materials for students, faculty and staff; develops partnerships and makes presentations to community organizations and other allies to ensure access to financial, mental health, legal and other resources; acts as a liaison between students and other departments especially in matters of documentation impacting enrollment and financial aid.
6. Develops and maintains statistical tracking systems for the program; ensures accurate entry of student data into appropriate systems, student files and records; develops and maintains a variety of statistical records and reports; conducts studies and analyses to identify need for new programs/services and evaluate the effectiveness of current programs; assists in assessing department outcomes and student learning outcomes in applicable program initiatives.
7. Interprets, applies and ensures compliance with applicable federal, state and program policies, procedures and guidelines; remains current on applicable legislative decisions and developments.
8. Reviews, submits and tracks requests for payments and purchase orders in accordance with College policies and procedures; reviews travel and conference expense forms; calculates budget usage and fund percentages; prepares budget variance reports and spending forecasts for management review; tracks multiple funding sources; explores external opportunities for funding in addition to state and grant funding.

**Marginal Functions:**

1. Leads events related to the Undocumented Student Week of Action and other related events throughout the year.
2. Provides programs and services in multiple languages.
3. Educates campus community on experiences and challenges impacting undocumented students and their ability to achieve their academic goals.
4. Participates in shared governance through service on planning and/or operations committees and task forces.
5. 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:

**Education/Training:** A bachelor's degree from an accredited college or university in education, business administration, counseling, clinical psychology, social work or a related field.

**Experience:** Three years of experience working with undocumented students, or a similar population, including one year of lead experience.

**Licenses/Certificates:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

**Language Requirement:**

Fluency in speaking, reading and writing Spanish is required.

**Knowledge of:**

1. Undocumented Resource Center program goals, objectives, policies, procedures and practices.
2. Expert knowledge of Deferred Action for Childhood Arrivals, AB-540, California Dream Act application (CADAA) and other laws, rules and guidelines impacting enrollment and financial aid requirements for undocumented students.
3. College student recordkeeping practices and procedures for processing student information and interpreting input/ output data.
4. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
5. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
6. Safety policies and safe work practices applicable to the work.
7. District practices and procedures for budgeting, purchasing and maintaining public records.
8. Research methods and analysis techniques.
9. Principles and practices of effective oversight of programs.

**Skill in:**

1. Planning, scheduling, assigning and supervising operations and activities of the Undocumented Resource Center and associated programs and services.
2. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Developing and implementing appropriate procedures and controls.
4. Maintaining the confidentiality of College and student files and records.
5. Preparing clear, concise and comprehensive correspondence, reports, studies and other written materials.
6. Operating a computer and other standard office equipment and using spreadsheet, word processing and District software.
7. Presenting proposals and recommendations clearly, logically and persuasively.
8. Communicating clearly and effectively and conveying sensitive information orally and in writing.
9. Demonstrating sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
10. Understanding, interpreting, explaining and applying applicable laws, codes and ordinances.
11. Exercising tact and diplomacy in dealing with complex and confidential issues and situations.
12. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The incumbent typically works in an office or student service center and the noise level is usually quiet; interacts with students, faculty, administrators, staff and the public, occasionally with dissatisfied or abusive individuals.

**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 walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; reach with hands and arms; and move or lift up to 25 pounds.

**TERMS OF EMPLOYMENT.**

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