



east bay consortium of educational institutions, inc.

A California Student Opportunity and Access Project (Cal-SOAP)

eboc

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Program Coordinator

Overview

The primary goal of the East Bay Consortium of Educational Institutions, Inc. (EBC) is to increase the number of students finishing high school and enrolling in postsecondary institutions. It accomplishes these goals through the combined efforts of a consortium of secondary and postsecondary institutions. The EBC is one of sixteen California Student Opportunity and Access Projects (Cal-SOAP) administered by the California Student Aid Commission. In 2019 East Bay Cal-SOAP merged with the Solano Cal-SOAP. Our Cal-SOAP project is now the East Bay and Solano County Consortium (EBSCC). The EBSCC operates under the auspices of the University of California, Berkeley and with the guidance of a Board of Directors consisting of representatives of public and private secondary schools, 4-year colleges, and community colleges. The East Bay Consortium is a 501 © (3) nonprofit organization.

Controls on the Position

The Program Coordinator will report to and receive assignments from the Associate Director, East Bay region. Written and verbal assignments are given. The Program Coordinator is expected to perform assignments with a high degree of autonomy relying on his /her expertise to ensure the best results. Regular communication and consultation with the East Bay Consortium's Associate Director and Executive Director and school district administration is expected. It is also expected that the Program Coordinator will maintain close communication with colleagues in the EBSCC and other educational outreach programs.

Essential Functions: Duties and Responsibilities

30% ADVISING SERVICES

1. Provide timely, periodic and appropriate academic advising to EBSCC participants in individual and small group settings.
2. Conduct and/or facilitate workshops to EBSCC participants on the college going process, financial aid, academic success and career orientation; develop curriculum materials, prepare announcements, prepare appropriate lesson plans, complete timely evaluations.
3. Provide assistance to students on college choice, admission procedures and requirements, and special support services available at the institution of their choice.
4. Provide and/or coordinate assistance with completion of required forms for college admission, financial aid and scholarships; maintains appropriate client files.
5. Maintain contact with students advising them on their progress and academic performance.
6. Coordinate, in conjunction with CCRS, the schedules for college visitations.
7. Maintain accurate and updated student information, including academic and attendance records for all student participants with regular updating of student grades.

8. Conduct workshops and routine meetings with parents to discuss college admissions issues.

30% PROGRAM MANAGEMENT AND IMPLEMENTATION

1. Coordinate and implement events such as: Cash for College, College Crunch, Career Technical Education workshops, Financial Aid Workshops; Summer Melt.
2. Conduct programs that encourage parents to become involved in preparing their children for college; conduct workshops for parents including college going and financial aid workshops.
3. Assist with the development of educational awareness materials.
4. Collaborate with various postsecondary outreach programs that use the College and Career Center to enhance services to students.
5. Maintain ongoing relationships with admissions and financial aid officers at Bay Area institutions of higher education.
6. Establish and maintain positive working relationships with the CCRSs, high school counselors, principals, teachers, administrators and community organizations working at the schools.

15% DATA COLLECTION

1. Collect and maintain accurate and updated student information database, including academic and attendance records for all EBC student participants in order to track progress and to assess methods of program services delivery.
2. Develop intake procedures and assessment of students' needs.
3. Conduct student surveys, including senior exit surveys.
4. Carry out data entry and supervise data entry staff when applicable
5. Work with district personnel to obtain information, when applicable, in electronic format for importing into the office database.
6. Generate reports from the student database.

10% SUPERVISION OF STUDENT STAFF

1. Assist with recruitment and selection of college student advisors.
2. Supervise and provides in-service training to college student advisors.
3. Involve student staff in multiple aspects of center activities, including college advising, workshop presentations, data collection, college field trips, college rep visits, scholarship bulletin, parent workshops and all scheduled activities.
4. Monitor work hours and approves timesheets of college student advisors.
5. Conduct annual performance evaluations of college student advisors.

5% RECRUITMENT AND RETENTION

1. Recruit students to participate in College Center activities.
2. Maintain contact with students, advising them on their progress and academic performance.

5% OFFICIAL COMMUNICATION AND REPORTS

1. Complete timely program reports by established deadlines. Prepares routine and special reports on EBC student activities.
2. Complete required reports by funding sources.

5% OTHER DUTIES AS ASSIGNED

1. Represent the East Bay Consortium and East Bay and Solano County Consortium at school, postsecondary institutions and community meetings and conferences; prepare appropriate materials, maintains positive relations, and effectively communicates the East Bay and Solano County Consortium's goals.
2. Maintain cooperative relations with school, postsecondary outreach programs, and community agencies' representatives.
3. Other duties as assigned by the Associate Director, the Executive Director, and the school administration within the scope of MOU's and/or contracts between EBC and the schools.

Required Qualifications

1. Demonstrated experience in motivating and advising underrepresented students at postsecondary institutions and/or low-income high school students to prepare for college.
2. Knowledge of California colleges admissions requirements and financial aid available to students.
3. Excellent organizational skills. Knowledge of project planning and management. Ability to meet deadlines under pressure and juggles several tasks simultaneously, stay organized, and maintain a professional demeanor at all times.
4. Excellent communications skills. Experience in making effective public presentations to large and small groups. Experience in writing reports and correspondence.
5. Ability to demonstrate initiative, work independently and as a team member.
6. Ability to establish and maintain cooperative relations with schools and community contacts.
7. Skills in word processing, database management, and other information technologies.
8. Experience in supervising student staff.
9. Ability and willingness to work frequent evenings, weekends, and travel overnight.
10. Bachelor's degree required.

Note: Hired applicant must possess a valid California driver's license and be willing to use his/her personal car for business use. Finalists for the position are subject to a background check and fingerprinting.

MEMBER INSTITUTIONS:

Berkeley High School
California State University, East Bay
Contra Costa College
Centro Legal de la Raza

Holy Names University
Mills College
Oakland Unified School District

Peralta Community College District:
Berkeley City College
College of Alameda
Laney College
Merritt College

St. Mary's College of California
University of California, Berkeley
West Contra Costa Unified School District