



Program Coordinator

Neighborhood Partnership Program

POSITION SUMMARY

The position's primary function is to support the GEAR UP 4 LA activities on the Occidental College (Oxy) campus, including programmatic and student development activities. This position builds capacity for the day-to-day operations of the Neighborhood Partnership Program. The position reports directly to the Director of the Neighborhood Partnership Program.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The staff member assigned to this position is responsible for programmatic support, operational support for GEAR UP 4 LA/Oxy Activities and programs on campus, and Oxy student development and advising.

Programmatic Support (50%)

- Provide specialized administrative support with programmatic development and implementation.
- Develops and implements Occidental-based college visits including, but not limited to: Shadow Days, Look at College, College Access Day, Parent Visits, Educational Spotlights, etc.
- Coordinate support for each LAUSD site's training schedules and procedures.
- Facilitate and coordinate on-site tutor observations at LAUSD partner schools.
- Facilitate regular check-ins with LAUSD school site coordinators.
- Serve as a point of contact between students, faculty, staff, other departments, and community partners.
- Interview and Hire all Oxy student employees for NPP department.
- Organize and develop Oxy student work schedules, work plans, and logistical efforts to ensure successful program implementation.
- Coordinate beginning of semester, mid-semester, and end of semester check-ins and ad-hoc trainings as necessary for Oxy student staff.
- Optimize programmatic workflow.

Operational support for GEAR UP 4 LA/Oxy activities and programs on campus (30%)

- Assist Director with day-to-day activities, student support/ professional development, and strategic planning.
- Support recruitment efforts for GEAR UP 4 LA personnel hired through Oxy as needed/as asked by the NPP Director.
- Create and optimize feedback mechanisms.
- Assist with capacity-building materials.
- Assist with the organization and data input relevant to federal compliance materials (i.e. Federal Match requirements).
- Provide first-hand assistance with large-scale events on campus (Oxy).
- Maintain Oxy student data and demographic collection for end of year reporting to share with Oxy community.
- Aid in the development of comprehensive reports on all ongoing programs.
- Other duties as assigned.

Oxy Student Development & Advising (20%)

- Supports and maintain a culture of care in line with the mission of Occidental College.
- Oversees training and professional development for all NPP student staff.
- Facilitates human resources processes for Oxy students.
- Supports Oxy student payroll and benefits processes as needed.
- Resolves HR-related problems for Oxy students.
- Collects data and provides reports as requested regarding payroll, benefits, and Oxy student success.
- Assists in supervisory duties for student coordinators, general NPP student staff, and volunteers.
- Troubleshoots issues as they arise and recommend corrective actions for Oxy students.
- Facilitates weekly 1-on-1 meetings with Oxy student leadership team.

QUALIFICATIONS

The ideal candidate for this position must have a Bachelor's Degree and experience working with college students. Candidate must be able to communicate well with staff and students. Excellent time-management skills and flexibility to handle problems as they arise are necessary. Excellent public speaking and group facilitation skills are required. Bilingual in Spanish is a plus. Candidate must have a driver's license and a car.

Minimum Qualifications:

1. Bachelor's Degree and experience working with college students.
2. Candidate must be able to communicate well with staff and students.
3. Candidate must have a driver's license and a car.

4. Candidate must have a clean driving record and be licensed for at least 2 years.
5. Excellent time-management skills and flexibility to handle problems as they arise are necessary.
6. Excellent public speaking and group facilitation skills are required.

Preferred Qualifications:

1. Bilingual in Spanish is a plus.
2. Candidates should be student-oriented, adhere to the whole-child philosophy, and believe that all students can learn and succeed in college.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

