



Position Justification -- Program Services Coordinator

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

This position will provide all administrative, program management, budgetary and other essential support in the proposed new Division of Athletics, Kinesiology, and Dance, Learning Center, and Library (ALL).

Specific Needs

This position will serve all three areas within the new division, with the precise balance to be determined by needs assessment and modified on an ongoing basis according to need. Given the complete lack of dedicated administrative support in the areas of Athletics, Kinesiology, and Dance, this position's primary work at the beginning will be in that area. It is currently estimated that the initial distribution of the workload for this classified professional position is as follows: 5% direct dean support, 10% Library support, 15% Learning Center support, and 70% Athletics, Kinesiology, and Dance support.

The remainder of this document details the urgent and critical need in the areas of Athletics, Kinesiology, and Dance. In addition to that work described below, this new position will also support the Library and Learning Center, as well as the proposed dean for this division, especially in areas of budgeting and facilities.

Duties

This position will be involved in planning, coordinating and implementing of a student program. Under direction, the Program Services Coordinator will assist in the planning and coordinates implementation of such services as student recruitment, student athlete orientation, student athletic eligibility, special events, tours, individual and specialized programs and other support for current and potential program participants. Public contact is extensive and can include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a resource person for the program, and to assist and design original program components and services. The Program Services Coordinator can lead the work of student assistants and other staff as assigned.

The duties will also include maintaining the daily office operation, scheduling, budgeting, being the welcoming host for our students, student/athletes, various high school and college personnel, while also engaging in the development of the new division's joint work, providing new student athlete orientation, coordinating workshops, assisting with weekly monitoring of athletic eligibility, maintaining records and files, providing logistical support and organization for varsity athletic events, creating marketing materials for the fall and spring dance productions and other Athletics, Kinesiology, and Dance events and activities. The annual Athletic Hall of Fame ceremony and banquet is a community event celebrating of our student/athletes' accomplishments encompassing their experiences at Cañada and coordination for this event is a huge undertaking. We feel a Program Services Coordinator similar to other programs (Assessment and Orientation, Degree Audit, ECE, EOPS, Fashion Design, A2B) will be the best suited for this position.

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2. Explain how this position aligns with and supports the mission and strategic goals of the college.

At a college-wide retreat, faculty, staff, and administrators from across the college examined data, discussed needs, and identified alignment with the college's mission and strategic goals. Emerging from this retreat was the common recognition that greater coordination, leadership, and management of these three areas will be necessary if they are to serve the goals of the college.

Each of the three areas within the proposed division offer classes, like other instructional departments. In this way, they are similar to other instructional departments. At the same time, they are also similar to each other in that each of these areas serves students outside the classroom as well. Students succeed through access to and use of library services, learning center academic support, athletic teams, dance activities, and other work of the new division. The most relevant goals supported by this new division include student learning, completion, pathways, student engagement, and community.

This position will support the new (proposed) dean, the three major areas of the new (proposed) division, and help create the new (proposed) division).

3. Explain how adding this position will strengthen the department or division.

This position will help form the new division of ALL (Athletics, Kinesiology, and Dance, Learning Center, and Library). The most urgent need in this new division is to provide a full time presence in Athletics, Kinesiology, and Dance and support not only for our full and part time faculty, head and assistance coaches, staff and Athletic Director, but more importantly for our students/student athletes, as well as for future and former students, personnel from various high school and colleges and the campus community. In addition, this position also provides support Learning Center, Library, and the dean.

Given the decades of success and proud history of Cañada Athletics, Kinesiology, and Dance areas, the office continues to remain in an abandoned state that does not serve our students and community. Where there was vibrancy and a welcoming atmosphere, it has been a neglected, nonexistent presence on our campus. In order to rebuild and effectively support our Athletics, Kinesiology, and Dance certificate and degree programs, variety of course offerings, varsity athletic teams and fitness center, a program service coordinator position will be able to strengthen all the above.

Thirteen of our sixteen faculty including five of our six head coaches are part time, having limited paid instructional hours, yet increased responsibilities and time commitments such as rehearsals, practices, competition, special events, committee work, student needs and other duties; as with the our part time Athletic Director, whose responsibilities and duties are expected to be performed and completed the same as full time Athletic Directors/Deans, therefore this position will be able to support and strengthen the championship caliber Athletics, Kinesiology, and Dance programs.

4. Explain how this work will be accomplished if the position is not filled.

The current structure is unsustainable. Efforts will remain fractured, administrators, faculty, and staff will continue to work inefficiently, and the college's ability to fully realize a vision for the future will be severely compromised. In short, the work will not get done without the classified professional to support the new division, especially Athletics, Kinesiology, and Dance.