



**New Classified Hiring/Position Justification**

**Hiring Division/Department:** Student Services/Veterans Resource and Opportunity Center  
**Position Title:** Program Services Coordinator

**Classification**

Position type: Permanent  x  Full Time  x  # of months  12   
 Part Time \_\_\_\_\_ % of Full Time \_\_\_\_\_ # of months \_\_\_\_\_

Position: General Funds  x   
 Allocation: External Funds\* \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Budget Information**

Grade  27  Step  1  Annual Salary  58,092

**Justification**

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

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

Student veterans continue to face numerous challenges as they transition from active duty to civilian and academic life. Many of these students enroll in Cañada with the goal of pursuing their Associates Degree, transferring, or completing pre-requisites to apply to a Master’s program. Cañada’ serves approximately 180 military affiliated students, which include veterans, active duty, reservists, and/or dependents each year. Not only are these students underrepresented, but they also experience disproportionate impact in overall course completion, degree or certificate attainment, and transfer (Student Equity Plan 2014). These students are learning how to navigate through new systems like the VA, re-establishing social and family networks, and learning with peers who do not understand their recent experiences in the military. While these students are driven to succeed, they are in need of more support successfully complete their educational goals.

With the growing number of veterans/military affiliated students and the high need of support, a 100% FTE VROC Program Services Coordinator is highly recommended to serve this disproportionately impacted student population. Currently, VROC is staffed by a 0.2 VROC Program Services Coordinator.

The duties of the 100% VROC PSC will include, but are not limited to, planning and implementing the Veterans Resource Center. Under direction, the PSC will assist in the planning and coordinate implementation of such services as student recruitment, orientation, job skills assessments and job placement, special events, tours, individual and specialized programs and other support current and potential programs. The PSC will also manage the center's budget and identify funding to sustain and implement future programming. 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. This includes, but is not limited to, collaborating with SMCCCD's sister colleges, Skyline and College of San Mateo, to develop a district-wide strategy, the County of San Mateo Veteran Services, and Regional partners. The Program Services Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

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

This positions aligns and supports the following strategic goals:

**Goal: Completion**

Currently, there is limited data indicating the completion of certificates, degrees, and transfer for veterans/military affiliated students. According to the Student Equity Plan, 0 veterans were transfer-ready (2014). This is an opportunity for a 100% FTE Program Services Coordinator to collect the data and assess the information to identify the needs of the population. This data can then be used to develop effective programming and create pathways which support success, retention, and persistence.

**Goal: Sustainability**

Student veterans comprise of 1.5% of our student population, yet 5.7% of San Mateo County residents (Student Equity Plan). They are an underrepresented and disproportionately impacted student population. Incorporating a full-time VROC Program Services Coordinator will address the needs of this population and also work towards creating a diverse and culturally enriched community that is inclusive of the military experience.

**Goal: Community Connections**

The VROC PSC will engage in extensive public contact that 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. This includes, but is not limited to, collaborating with SMCCCD's sister colleges, Skyline and College of San Mateo, to develop a district-wide strategy, the County of San Mateo Veteran Services, Regional partners, and prospective donors. This also entails partnering with potential employment agencies and support services which can support Cañada goal to strengthening collaborative relationships and partnerships.

**Goal: Teaching and Learning**

When a student veteran begins their education at Cañada, we need to provide them with a clear pathway to achieve their education goals, promote engagement, and create innovative and flexible learning systems so that they can succeed. This includes assisting veterans with utilizing their VA educational benefits, ensuring that our campus remains in compliance with VA regulations, and that students have the academic and support needed.

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

Increasing the VROC Program Services Coordinator to 100% FTE will thoroughly strengthen our department. At the most fundamental level, we will have coverage and ongoing supervision of our VROC Center. There will be an increased amount of visibility of personnel to support new and continuing student veterans, more services and activities coordinated to serve these underrepresented students, and programmatic sustainability. This program has undergone numerous changes to its staffing that has created an instability of support and lack of representation. As a whole, veteran services are split between a percentage of time allotted to a Certifying Official and Academic Counselor, but is not a concerted effort to serve all student veterans. The VROC PSC can work towards increasing the communication and collaboration between the Certifying Official, Academic Counselor, and other campus support programs.

Cañada has joined Skyline and College of San Mateo to develop a district-wide approach to serving our veteran students since so many are shared between our colleges. Both Skyline and College of San Mateo have 100% FTE VROC Program Services Coordinators resulting in more community partnerships and services for their students. CSM's recent Student Veteran Leadership Conference which was sponsored by LinkedIn and Student Veterans of American is only one example of the benefits of hiring a 100% FTE PSC.

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

If this position is not filled, this work cannot be accomplished with a Program Services Coordinator currently at 20%. This person will only be able to sustain the current activities and not meet the overall needs of the underrepresented and underserved veteran population.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

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**Dean / Director / Hiring Supervisor**

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**Date**