

# Program Services Coordinator

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**COLLEGE FOR WORKING ADULTS**

Jose Zelaya  
Planning Budgeting Committee  
20 November, 2024



## EMP 1.2

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Prioritize serving part-time, working students by building on the model of College for Working Adults (CWA). Add more degrees and certificates obtainable within 3 years via evening, weekend and online classes, and ensure adequate services are available in the evenings...



## EMP 4.3

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Create a hub for evening and weekend students to support their social connections, access to nutritional food and beverages, as well as learning support services an (Evening One Stop



# PROGRAM SERVICES COORDINATOR

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## Transition from Retention Specialist

- As the college looks ahead to build on the CWA model and increase evening support, we feel a program services coordinator is a better fit in regards to plans on expanding program service and support for the evening as a whole. The college would be better served with this transition

## Cost: \$30,000

- If we are able to transition from the Retention Specialist position, it will only cost the college a third of what it would require to hire another position. This cost effective strategy is a win-win for our students and the college

## College Goal's

- Student Access, Success and Completion
- Equity Minded and Antiracist College Culture
- Community Connection



# STRATEGIC INITIATIVES

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Connect students to the academic programs and classes they need

Help meet the basic needs of Cañada students and other community members

Create and sustain an inclusive, antiracist, and equity-minded campus culture

Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete

Help students explore and find employment in the fields of their choice

Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps



# POSITION DUTIES

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## Coordinate Student Services

As we expand our services, a transition to a Program Services coordinator will help the needs of evening students in scheduling counseling appointments and direct support when services are unavailable at night (A&R, Financial Aid, etc.)



## Support Academic Programs

This position will collaborate with other academic programs to be an extension of support for their evening students. The PSC will have the opportunity to recommend evening students academic programs that fit their needs. (Part-Time Promise, EOPS, TRIO etc.)



## Proactive Registration

Transitioning to a Program Services Coordinator provides an opportunity to collaborate with faculty and support services in coordinating registration support to better serve our evening students.



## Support Learning Communities

The Program Services Coordinator would continue the work of supporting PTK and Umoja. A transition to a PSC will help sustain this work and look to other communities for collaborations.



# OUTREACH COORDINATION.



## Maple Street Correctional Facilities

We are in the process of finalizing an MOU to collaborate with Maple Street Correctional Facilities. To continue this work, transitioning the role to a PSC aligns with our future plans in providing in-facility services.

## Community Connections

Transition to a PSC can support in attending local community events to provide information about the college and our evening offerings.

## Job Train Collaboration

Our PSC can strengthen our connection to Job Train's alumni network in learning more about our college evening offerings. On-site support could be possible with a transition into this position.

## Evening Services at Menlo Park

Transitioning to a Program Services Coordinator can help further support Menlo Park initiatives and establish onsite support regarding evening degrees and programs that connect with career opportunities.



# Thank you!

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