

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**TITLE: EXPERIENTIAL LEARNING COORDINATOR**

**RANGE: 28**

### **DISTRICT VALUES**

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWC employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under the direction of assigned supervisor, perform a full range of administrative, programmatic, and technical duties in support of experiential learning projects; coordinates assigned functions, activities, and services of the project including to oversee and participate in providing students, staff, and others with specialized information, support services, training, and assistance related to students' experiential learning, including research education for undergraduate programs, work-based experiences, industry partnerships, and other experiential learning resources; coordinate with participating institutions, industry partners, and community organizations to develop experiential learning opportunities for students and to promote student success, retention, and completion by removing barriers to their experiential learning; and perform a full range of the more complex program support and clerical assistance duties in support of experiential learning project areas.

### **DISTINGUISHING CHARACTERISTICS**

The Experiential Learning Coordinator is an advanced administrative classification with incumbents performing program coordination and management duties as well as providing the more complex technical program support to the project areas. Incumbents are assigned to perform a wide range of administrative and complex technical, program support, and clerical duties independently for experiential learning areas requiring a broad knowledge of the project or functional area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise and are aware of the operating procedures and policies of the work.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participate in the administration of experiential learning area; plan, organize, and coordinate assigned

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functions, activities, and services; perform a full range of technical project support, project management, and clerical duties in support of experiential learning; coordinate with other departments and project areas; ensure activities and operations comply with project requirements. **E**

2. Participate in the development and implementation of goals, objectives, policies, and priorities for experiential learning areas; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; develop and maintain handbooks, forms, and related policies and procedures. **E**
3. Coordinate the planning, design, and implementation of experiential learning projects that support service delivery; participate in processes to define scope and schedule of services and activities; participate in implementation processes. **E**
4. Oversee the development of resources, programs, events, and services to support students' experiential learning including work-based learning experiences, research education for undergraduates, and employment; establish local and regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies pertaining to student experiential learning; partner with industry, workforce development resources, and other non-profit entities to support students to access resources and experiential learning programs. **E**
5. Participate in college-wide efforts to promote student success through experiential learning, including collaboration with student services programs, workforce development, and faculty and staff in the project area. **E**
6. Serve as a representative on various committees and other experiential learning related programs associated with the project. **E**
7. Provide technical information, assistance, referrals, and professional development services regarding the experiential learning areas to students, staff, industry partners, and the general public; refer students to applicable community, business, industry, and governmental agencies as well as appropriate student and academic support services offered by the District; interpret and explain project applications, policies, procedures, requirements, and restrictions; develop promotional and informational materials for distribution on and off campus; maintain assigned resource material and library. **E**
8. Provide assistance in resolving operational and administration challenges; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations. **E**
9. Develop yearly annual calendar of events, workshops, and other schedules related to assigned activities and services; review, update, and inform others of essential timelines; coordinate assigned activities; ensure the timely completion of work in accordance with established policies, procedures, and standards. **E**
10. Plan, organize, schedule, and conduct orientations, workshops, seminars, class presentations, meetings, and other activities related to experiential learning area; plan joint events and participate in planning and implementation meetings with other District departments and programs, and business and community representatives; arrange and confirm speakers; reserve facilities and make other necessary arrangements. **E**
11. Monitor the project budgets; make recommendations regarding allocation of resources and expenditure of funds; coordinates production or procurement of materials and manage inventory; coordinate with District accounting office and funding agencies to ensure compliance with budgetary guidelines and policies. **E**
12. Collect, compile, tabulate, and record narrative, statistical, and financial data and other information; compile information from various sources and prepare appropriate forms, schedules, and reports; list, abstract, or summarize data; input and review data and prepare special and periodic reports including fiscal reports, project plans, progress reports, and other narrative and statistical reports as required and

in accordance with District and external agency requirements. *E*

13. Compose, format, prepare and distribute correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials; create and disseminate outreach materials to support the project. *E*
14. Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information. *E*
15. Establish and maintain records including student records; maintain complex, interrelated filing systems; maintain confidentiality of information. *E*
16. Utilize electronic technology and various computer applications and software packages to correspond with others, maintain assigned calendars, schedules, and appointments, and maintain and generate reports from a database or network system. *E*
17. Attend professional group meetings and workshops; stay abreast of new trends and maintain a working knowledge of information related to area of assignment. *E*
18. Train and provide work guidance to student workers, clerical assistants, and other staff within the project. *E*
19. Perform related duties as assigned.

*E* = Essential Duties

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Operational characteristics, services, and activities of the functions, programs, and operations of the experiential learning area.
- Basic principles and practices of project development, coordination, and review.
- Technical knowledge of business/industry principles and practices for experiential learning.
- General principles, practices, and procedures of business administration and public administration.
- Applicable and available campus, community, business, and governmental agencies, departments, services, resources, and programs for students.
- Screening and interviewing techniques for the purpose of determining program eligibility.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to project area.
- Processes, procedures, and practices of budget preparation and administration.
- Work organization and office management principles and practices.
- Principles, practices, and procedures of research and report preparation.
- Principles, practices, and procedures of business correspondence.
- Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Basic mathematical concepts.
- Principles and techniques used in public relations.
- Public speaking techniques.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.

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- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Oral and written communications skills.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic backgrounds of community college students.

**Ability to:**

- Coordinate and oversee the daily operations and activities of experiential learning initiatives; implement procedures for the day-to-day operations of assigned project areas.
- Perform specialized, technical, and complex programmatic and administrative duties that require a high level of independent judgment and personal initiative.
- Understand the organization and operation of the District, experiential learning, and outside agencies as necessary to assume assigned responsibilities.
- Learn department and program objectives and goals.
- Understand, interpret, apply, explain, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Use technical concepts and basic program management tools and techniques to coordinate experiential learning and solve complex problems in creative and effective ways.
- Develop recommendations for problematic areas and implement and monitor changes.
- Participate in the development and administration of policies and procedures.
- Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning Experiential Learning, functions, and resources.
- Coordinate and conduct workshops, seminars, special events, class presentations, orientations, and tours.
- Screen, interview, and work with students from diverse ethnic and socio-economic backgrounds.
- Establish and maintain partnerships with local businesses and community organizations
- Participate in the preparation and administration of assigned budgets.
- Exercise skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, compile, analyze, and interpret data and information.
- Independently compose and prepare correspondence and written materials related to assigned activities.
- Prepare a variety of clear and concise administrative and financial records.
- Implement and maintain filing and record keeping systems.
- Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.
- Work within the policies, functions, and requirements of area of assignment.
- Train and provide work guidance to others.
- Plan and organize work to meet schedules and changing deadlines.
- Adapt to changing technologies and learn functionality of new equipment and systems.

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- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Understand and follow oral and written instructions.
- Work confidentially with discretion.
- Work independently and effectively in the absence of supervision.
- Work in an environment with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, ability status, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications:**

An associate's degree **AND** five (5) years' experience working in a student-oriented role within an educational environment.

**LICENSE AND OTHER REQUIREMENTS**

Valid license to drive in California.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an instructional lab environment; exposure to potentially hazardous materials; exposure to blood-borne pathogens and contaminated sharps; contact with hostile and/or abusive individuals occasionally.

**Physical:** Primary functions require sufficient physical ability and mobility to lift, carry, push, and pull moderately heavy to heavy objects; operate various equipment and instruments; hear and speak to exchange information and give presentations; sit, stand, or walk for extended periods of time; climb on step stools to reach shelves with supplies; reach overhead, above the shoulders and horizontally; bend at the waist, kneel or crouch.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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