

**RE-ENTRY CENTER COORDINATOR II\*****DEFINITION**

To supervise the operations of the Re-entry Center; to develop and administer a variety of re-entry programs at a college; and to identify and recruit students in target populations in the community.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the RE-ENTRY CENTER COORDINATOR I positions in that an incumbent provides functional supervision to hourly classified staff and student assistants, develops and coordinates programs in addition to planning, provides in-service training to staff and faculty to address the special needs of re-entry students, and has a significant recruitment responsibility in the community.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an administrator.

Exercises functional supervision over hourly classified employees and student assistants.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Supervise the daily activities of the Re-entry Center; provide information on re-entry and women's programs; maintain bibliotheca and resource files on women's issues; develop, administer and monitor the various college programs and special events aimed at the special needs of re-entry students in the community and the associated budgets for those programs and events; identify and recruit students who would benefit from the college's special programs for women; develop and implement outreach and promotional activities for programs; Integrate Center programs functions with allied support programs at the college such as vocational education, tutoring, counseling, orientation, admissions, matriculation, instruction, and public information services; develop and maintain applicable files and records and prepare necessary reports for audit and validation purposes; train and supervise hourly classified employees and student assistants in the Center; coordinate the development and implementation of student outreach programs; maintain communication with community agencies dealing with women and women's needs and issues; attend meetings and serve on committees to represent the college and its programs for women in the community and statewide; coordinate the advisory committee(s) for the college's women's programs; administer and evaluate specialized tutoring programs for target populations of assigned programs; provide in-service training programs for faculty and staff to address the special needs of women and re-entry students, single parents/homemakers; perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

The special needs of women, re-entry students, single parents, and displaced homemakers in an academic environment.

Crisis counseling and intervention techniques.

VEA laws and guidelines related to sex bias and single parents/displaced homemakers.

Principles and practices of financial recordkeeping.

English usage, grammar, spelling and punctuation and the use of media for public information purposes.

**(Over)**

\*from Women's Center Coordinator II

Knowledge of: (Cont'd)

Principles and practices of supervision and training.  
Campus and community resources.  
Modern office methods, practices, and procedures.

Skill to:

Develop, administer and monitor a program budget.  
Prepare and present training programs.  
Prepare and maintain accurate and complete records and reports.  
Establish and maintain effective working relationships with those contacted in the performance of required duties.  
Communicate effectively both orally and in writing.  
Plan and implement student outreach programs.  
Work independently in the absence of supervision.  
Train and supervise hourly classified employees and student assistants in the Re-entry Center.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Demonstrated experience in recruiting in either the public or private sector.  
Experience in programs dealing with the special needs of re-entry students in a college or social service agency.

Training:

B.A. degree or equivalent experience in human services or a closely related field.