INSTRUCTIONAL ASSISTANT II, CHINO SUCCESS CENTER
Application deadline: Wednesday, March 2, 2016 4:00 PM

POSITION DESCRIPTION
Under general supervision, provide clerical support, coordinate the flow of students, and assist instructors and others in providing individualized instruction to students in the centers.

RESPONSIBILITIES INCLUDE
Under general supervision and with general instructions:
- Registers students into credit and non-credit classes.
- Assists with intake and orientation of new students.
- Explains program offerings; explains college and program policies and procedures.
- Monitors and maintains student attendance records, sets up and maintains student files, compiles data regarding student enrollment for various documents and reports.
- May answer inquiries and refer students to other services.
- Composes and types routine letters, memos, and reports; routes mail.
- Screens and answers phone calls; keeps staff appointment calendar.
- Initiates and processes requisitions and/or work orders for instructional and office supplies, printing, and equipment.
- Monitors and replenishes instructional and non-instructional supplies as needed.
- May assist in monitoring budgets regarding personnel, supplies, and equipment.
- Files, copies, processes, and assembles instructional and other materials.
- Distributes materials; may demonstrate and explain the use of equipment and materials including common computer applications.
- Perform related duties as assigned.

DISTRICT QUALIFICATIONS
- High school diploma or equivalent and one (1) year of recent, related experience.
- Knowledge of generally accepted office practices, procedures, and equipment.
- Knowledge of word processing and spreadsheet applications and ability to keyboard at an effective rate of speed.
- Ability to provide effective assistance to adult students; respond appropriately to inquiries from the public; and establish and maintain cooperative working relationships with instructors and others contacted in the course of performing assigned duties.
- Ability to set priorities, organize workflow, and carry out a variety of duties with minimal supervision.
- Ability to compose independently simple correspondence, keep accurate records, compile reports, and set up filing and record keeping systems.
- Ability to communicate effectively both orally and writing.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
- Experience working with adult learners and one (1) year experience working in an educational setting.
- Bilingual with English-Spanish speaking skills.

SPECIAL CONDITIONS
- Working Hours: 7:30 a.m. – 4:30 p.m., Monday through Friday.

APPLICATION PROCESS
Applications must be completely filled out in detail. The application package must include a District application and a resume. Do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 10-month, classified bargaining unit position. Starting date: as soon as possible. Range 9 of the CSEA Salary Schedule, with a starting salary of Step A, $2,986/month; progresses over time to $4,061/month. Excellent benefit package.