PROGRAM ASSISTANT, ADMISSIONS & RECORDS
(Part-Time – Two Positions)
Application deadline: Wednesday, April 8, 2015 4:00 PM

POSITION DESCRIPTION
Under general supervision, perform one or more of the following major functions in a student services program:
maintains student records; conducts intake interviews; refers students to appropriate programs and services; assists
with outreach and recruitment efforts to high schools and community agencies. May be assigned to collect, compile,
and classify a variety of program data and prepare reports as requested. May direct the work of student assistants
or hourly employees.

RESPONSIBILITIES INCLUDE
- Maintains student files and records.
- Conducts intake interviews, determines need for services and/or program eligibility; makes referrals to other on-
and off-campus programs and services.
- Provides a variety of general guidance to assist students in meeting educational goals; explains program
policies and procedures.
- Assists with outreach and recruitment efforts to high schools and community agencies; coordinates the
development and preparation of promotional materials.
- Compiles, analyzes, reports, and interprets a variety of student data; prepares a variety of narrative and
statistical reports based on student data; assists in preparing grant proposals to establish funding bases.
- Assist in the development of program goals and activities
- Maintains resource library.
- Provides clerical assistance when needed; document imaging.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS
- Any combination of education, training, and experience that provides the required knowledge, skills, and
abilities.
- Knowledge of student services and community college programs of study.
- Ability to communicate effectively orally and in writing; establish cooperative working relationships with staff,
administrators, faculty, students, and others contacted in the course of performing assigned duties; ability to
advise students regarding District policies and procedures and to provide student support.
- Ability to train and direct the work of other employees and student assistants.
- Ability to keep accurate records and prepare statistical and narrative reports.
- Keyboard skills and computer experience, which includes word processing, spreadsheet, database software,
and strong knowledge of Internet and e-mail communication.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability,
and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS
- Associates Degree

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.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District
application, a resume, and copies of transcripts. Please do not include any additional documents not required in
this section.
SPECIAL CONDITIONS
Working hours: Position #1: Monday – Thursday 8:00am – 12:00pm; Friday 8:00am–11:00am.
Position #2: Monday – Thursday 12:00pm – 4:00pm; Friday 11:00am – 2:00pm.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application, resume, and copies of official transcripts indicating degree (if you are using your education to meet the minimum/desired qualifications). Photocopies or computer printouts are acceptable. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a part-time (19 hours per week), 12-month, classified bargaining unit position. Starting date: Anticipated to be July 1, 2015. Must be able to work varied hours as assigned. Range 13 of the CSEA Salary Schedule, with a starting salary of Step A, $1,469.18/month; progresses over time to $2,067.68/month.

Chaffey Community College District is committed to equal employment opportunity 14-15/51CL