PROGRAM ASSISTANT, COUNSELING & MATRICULATION
Application deadline: Wednesday, January 8, 2014 4:00 PM

POSITION DESCRIPTION
Under general supervision, perform the following major functions in a student services program: administer and proctor assessment testing; develop and present student orientations; conduct outreach and recruitment efforts to high schools and community agencies; refer students to appropriate programs and services; collect, compile, and classify a variety of program data and produce reports. May direct the work of student assistants, or other employees.

RESPONSIBILITIES INCLUDE
• Determine need for student services and or program eligibility; interpret test results; make referrals to other on-and off-campus programs and services.
• Administer and proctor computerized battery of assessment tests in reading, writing, and mathematics.
• Provide a variety of general guidance to assist students in meeting educational goals; present workshops; assist in student orientation; explain program policies and procedures.
• Update computerized new student orientation program.
• Oversee computerized appointment scheduling system for counseling and testing sessions.
• Establish relationships with high school and community agency personnel for program recruitment purposes; coordinate the development and preparation of promotional materials; make outreach presentations.
• Assist in directing the day-to-day activities of hourly and student workers.
• Compile, analyze, process, report, and interpret a variety of student data; prepare a variety of narrative and statistical reports based on student data; assist in preparing grant proposals to establish funding base; maintain current files and records.
• Assist in the development of program goals, activities, and budget; assist in the implementation of state law requirements.
• Provide clerical assistance when needed; perform related duties as assigned.

MINIMUM QUALIFICATIONS
• Any combination of education, training, and experience that provide the required knowledge, skills, and abilities. An example of this would be an associate degree.
• Knowledge of community college programs of study and student services.
• Keyboard skills and computer experience, which includes word processing, spreadsheets, database software, and strong knowledge of Internet and e-mail communication.

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
• Bachelor’s degree in social or behavioral sciences or education.
• Ability to communicate effectively verbally and in writing; advise students regarding educational goals; provide tutorial support.
• Ability to establish cooperative working relationships with staff, administrators, faculty, students, and others in the course of performing assigned duties.
• Demonstrated sensitivity to the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
• Bilingual fluency in English and Spanish languages.

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 are acceptable. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Scheduled working hours: Monday – Friday, 7:30am to 4:30pm. Must be able to work varied hours as assigned. Range 13 of the CSEA Salary Schedule, with a starting salary of Step A, $3,093/month; progresses over time to $4,353/month. Excellent benefit package.

Chaffey Community College District is committed to equal employment opportunity.