OPEN TO INTERNAL TRANSFERS THROUGH
July 28, 2016 at 4:00pm

PROGRAM ASSISTANT, COUNSELING
(GPS CENTER – CHINO)
Application deadline: Wednesday, August 3, 2016; 5:00pm

POSITION DESCRIPTION
Under general supervision, performs one or more of the following major functions in a department: intake interviewing; coordination of referrals to other on- and off-campus services; coordination of tutorial services; community outreach and recruitment. May direct the work of student assistants, peer tutors, or other employees. May be assigned to collect, compile, classify, and report a variety of program data.

RESPONSIBILITIES INCLUDE
• Conducts intake interviews, determines need for services and/or program eligibility; interprets test results; makes referrals to other on- and off-campus programs and services.
• Provides a variety of general guidance to assist students in meeting educational goals; presents workshops; assists in student orientation; explains program policies and procedures.
• Coordinates support services by recruiting, training, directing, and evaluating student assistants.
• Establishes relationships with high school and community agency personnel for program recruitment purposes; coordinates the development and preparation of promotional materials.
• Compiles, analyzes, processes, 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 base; maintains current files and records.
• Assists in development or program goals, activities, and budget; may monitor budget.
• Maintains resource library.
• May provide clerical assistance when needed.
• Performs related duties as assigned.

MINIMUM QUALIFICATIONS
• Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to include keyboard skills and computer experience such as word processing, spreadsheet, database software, and strong knowledge of Internet and e-mail communication. An example of this would be an associate degree with coursework or experience in social services, and an understanding of the needs and characteristics of educationally and economically disadvantaged student populations.
• Ability to train and direct the work of other employees, student assistants, and peer tutors.
• Ability to keep accurate records and prepare statistical and narrative reports.
• Knowledge of the objectives and methodologies of programs designed to assist educationally and economically disadvantaged persons.
• 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 educational goals and to provide tutorial support.
• 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
• Associates Degree
• Team Oriented

SPECIAL CONDITIONS
Working Hours: Monday/Thursday 7:45am – 4:45pm; Tuesday/Wednesday/Friday, 7:30am – 4:30pm

APPLICATION PROCESS
Chaffey College recently implemented an online application system. Our new application can be accessed at https://chaffey.csod.com/ats/careersite/search.aspx?site=2&c=chaffey. The application must be filled out completely and in detail and clearly show that you meet the minimum qualifications as set forth in the announcement. In addition, the following documents must be uploaded:
• Resume
• Copy of Transcripts (if you are using your education to meet the minimum/desired qualifications)

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. Must be able to work varied hours as assigned. Range 13 of the CSEA Salary Schedule, with a starting salary of Step A, $3,298/month; progresses over time to $4,642/month. Excellent benefit package.

Chaffey Community College District is committed to equal employment opportunity