Employment Opportunity
Program Specialist I
CL10-19 Fast Track To Work Program (categorically-funded assignment)

Apply by: 4:00 p.m., Wednesday, June 2, 2010

About the position: The currently advertised full-time categorically-funded assignment will perform duties for the Fast Track To Work (FTTW) program in Aptos. A Program Specialist position eligibility pool may be established in order to fill other full-time, part-time or substitute assignments.

Examples of Duties: Under general supervision of the Fast Track To Work (FTTW) Program Manager in consultation with the Dean of Career Education and Economic Development:

- Provides administrative and program support services for the Cabrillo College FTTW program
- Provides information and assistance to students, potential students, clients and the public regarding program requirements and services
- Assists students with various College and outside agency procedures such as completion of forms, applications and surveys
- Provides students with specific program resources, such as interpreters
- Provides support to an off-site College facility and staff
- Communicates effectively to the public, students and College staff and provides information that requires the use of judgment and the interpretation of policies, rules and procedures
- Coordinates services with and refers students to other College staff and programs and to community support agencies, appropriate state and local regulatory or licensing agencies and other public groups
- Assists in developing program budgets, objectives and procedures within College guidelines
- Monitors budget allocations and expenditures, maintains financial and statistical records and prepares financial reports
- Monitors activity for compliance with College policies and federal and state regulations
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of various files; maintains records and identifies and resolves discrepancies
- Operates standard office equipment
- Enters and retrieves data and prepares periodic and special reports, correspondence and other written materials using a personal computer system and various software such as, email, word processing, spreadsheets, databases and website management
- Recruits, interviews and recommends selection of student assistants; assigns and instructs such assistants in work procedures
- May coordinate class schedule information and facility use for the FTTW program
- May handle and balance program monies
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to graduation from high school and three years of general clerical support or secretarial office assistant experience. Please note: College, technical or business school coursework in the program area of assignment is desirable and such education may be substituted for the experience on a year for year basis to a maximum of two years.

Knowledge of:
- Basic functions and programs of a community college or similar educational setting
- Program administration principles, including work organization and budget administration
- Operation of computer equipment and various software applications
- Applicable federal, state and College laws, rules and regulations
- Governmental, community and social service organizations and their functions
- The needs and sensitivities of special and disadvantaged student populations
• Standard office practices and procedures, including filing and the operation of office equipment
• Correct English usage, including spelling, grammar, and punctuation

**Skill in:**
• Applying and explaining relevant laws, regulations, policies and procedures
• Analyzing problems, evaluating alternatives and making sound recommendations
• Coordinating multiple projects and meeting critical deadlines
• Exercising sound judgment within established guidelines
• Preparing clear, concise and complete records and other written materials
• Maintaining accurate records and files
• Maintaining confidentiality of information
• Establishing and maintaining effective working relationships with those contacted in the course of the work
• Operating a keyboard with sufficient skill to enter data into a computer and computer proficiency sufficient for producing correspondence, reports and other written materials using various software such as email, word processing, spreadsheet, databases, and website management

**Salary:** *$2,565 to $2,828 per month to start; plus fringe benefits; seven step schedule to $3,437 per month plus employer-paid retirement contribution (PERS). Full-time categorically-funded assignment, 12 months per year. Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending continued categorical-funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment. *

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Currently Cabrillo College provides a benefit stipend up to $7,832 per year for employee only and up to $14,999 per year for employee plus one dependent, and $20,686 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

**How to Apply:** Application forms may be obtained via the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

**EACH APPLICANT MUST SUBMIT:**
   a) Completed and signed Cabrillo College application
   b) Resume – job related
   c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
   d) Criminal History Inquiry Supplemental to Application

APPLICANTS ARE ENCOURAGED TO SUBMIT:
• Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**
Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure**
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide a current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** All application materials **MUST** be received in the Human Resources Department by: 4:00 p.m., **Wednesday, June 2, 2010.** *(Postmarks or e-mail transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.