Employment Opportunity

Laboratory Instructional Assistant I
CL06-14 (Transfer/Career Center)
(Two Positions)
Apply by: Thursday, June 22, 2006 at 4:00 p.m.

About the Position
Instructional support services are provided at the Cabrillo College Aptos campus and at the Watsonville Center in South Santa Cruz County. There are currently two full time assignments which will perform duties in the Transfer/Career Center at the Aptos campus. In addition, a Laboratory Instructional Assistant position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties
Under the direction of the Director of Counseling

- Prepares, compiles, collates, maintains, updates and disseminates Transfer/Career Center materials
- Assists individual students and groups with research materials and college admissions processes and procedures and career information
- Schedules student appointments with counselors and visiting university representatives
- Answers student questions regarding transfer/career research, college job applications, essays and job application materials
- Develops and presents learning materials and instructional exercises to individuals and groups
- Tutors students individually and/or in small groups to reinforce class material
- Coordinates materials, equipment, facilities and supplies, and may conduct workshops, orientations and meetings
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, laboratories, workshops and supplemental tutoring sessions
- Trains students and others in the use of specialized computer programs, research materials and transfer procedures
- May prepare, administer and score tests and examinations
- Provides, assistance in completing and processes various forms, certificates and other documents
- Maintains physical environment and condition of the Transfer/Career Center and its equipment; maintains an inventory of and requisitions supplies and equipment
- Retrieves student’s files and records as needed for counseling appointments
- Maintains database of student records; tracks the progress of students in special Transfer/Career Center programs
- Keeps detailed records such as budget, financial and attendance records; prepares periodic and special reports
- Operates standard office equipment and instructional media (e.g. Microsoft Word, Datatel, Excel, ACCESS, Eureka, ASSIST, College Source)
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date
• Assists in the recruitment and selection of student assistants; directs work of such staff and provides instruction in work procedures.
• Performs related duties as required or assigned

Qualifications
Equivalent to completion of two years of college with major coursework in an area which will provide the knowledge and skills in the instructional program area to which assigned and two years of experience in EITHER educational support work which has included interaction with students in a classroom or tutorial setting, OR work in the program area to which assigned. **Please Note:** Additional experience as outlined above may be substituted for the education on a year for year basis and/or additional education may be substituted for the experience on a year for year basis.

**Knowledge of:**
• Principles, theories, practices, methods and equipment of the Transfer/Career Center
• Safety practices related to the Transfer/Career Center
• Basic instructional methods and procedures above a high school level
• Standard office practices and procedures including filing, the operation of office equipment, including personal or on-line computers
• Correct English usage, including punctuation, spelling
• Techniques for communicating with individuals of diverse academic, ethnic, socio-economic and cultural backgrounds
• Business mathematics

**Skill in:**
• Operating and training others in the use, equipment and procedures used in the Transfer/Career Center
• Applying and explaining instructional methods and procedures
• Reading, understanding and presenting course materials to students
• Coordinating multiple projects and meeting deadlines
• Maintaining accurate records, files and databases
• Preparing clear and concise reports, correspondence and similar written materials
• Establishing and maintaining effective working relationships with those contacted in the course of the work

**Salary**
*2604 to $2872 per month to start, plus fringe benefits, seven-step schedule to $3492 per month plus employer-paid retirement contribution (PERS). Two full time assignments, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Positions scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are 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, in acknowledgement of an individual's previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College currently provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.
The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.

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

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
Fax: (831) 477-3545

*Postmarks or E-mail transmittals are not accepted*

*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) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)*
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
e) Criminal History Inquiry Supplemental to Application

*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.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide 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., Thursday, June 22, 2006. (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.

O:/Front Office/Classified Job Announcement/2005 Classified Announcements/L1A Transfer-Career Ctr Cl.06-14
06/01/06