Employment Opportunity
Laboratory Instructional Assistant I
(Transfer/Career Center)
Apply by: 4:00 p.m., Tuesday, April 13, 2010

About the Position
This temporary part-time substitute assignment will perform duties in the Transfer Center at the Cabrillo College Aptos campus.

Examples of Duties
Under the direction of the Vice President of Student Services and Counseling Program Chair:

- 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
- Using a technology based tool, 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, field trips and meetings; driving students to off-campus locations as needed
- 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**
Equivalently 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

**Other Requirements:**
• Possession of and ability to maintain current California Class C driver’s license during the course of this assignment

**Desirable:**
• Possession of a California Class B driver’s license
• Bilingual – Spanish/English

**Salary**
$16.32 per hour. This temporary, part-time substitute assignment may work up to 19 hours per week for a period not to exceed 170 days; Monday through Friday, hours to be arranged.
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) Criminal History Inquiry Supplemental to Application  
d) Current California Class C driver’s license  
e) Current DMV print-out  
f) 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.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure

Applications for this temporary, part-time substitute assignment 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 this temporary assignment must agree to be fingerprinted, 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., Tuesday, April 13, 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.