Employment Opportunity
Program Specialist I
CL06-18 (Medical Assistant Program)  
(Half-time assignment)

Apply by: Monday, July 10, 2006 at 4:00 p.m.

About the Position  
Currently the Medical Assistant Program Specialist works at the Cabrillo College Aptos campus in Santa Cruz County. A Program Specialist 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 Medical Assistant Program Chair guidance from the Director of Allied Health and the Dean of Health, Wellness, Physical Education and Athletics:

• Provides administrative and program support services for the Medical Assistant Department Program Chair, faculty and students
• Provides information and assistance to students, potential students, clients and the public regarding program requirements and services that require the use of judgment and the interpretation of policies, rules and procedures
• Assists students with various College and outside agency procedures such as registration and completion of forms and documents
• Provides students with specific program resources, such as interpreters
• May coordinate class schedule information and facility use for the Medical Assistant Department Program
• Provides support to off-site Medical Assistant Department facilities and staff
• 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
• Monitors budget allocations and expenditures, maintains financial and statistical records and prepares financial reports
• Assists in developing program budgets, objectives and procedures within College guidelines
• Monitors activity 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
• Prepares periodic and special reports, correspondence and other written materials
• Enters and retrieves data and prepares reports using an on-line or personal computer system (e.g. Word, Excel, Filemaker Pro)
• Participates and interviews in the selection of student assistants; assigns and instructs such assistants in work procedures
• May handle and balance program monies
• Performs related duties as required or assigned
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
- Applicable federal and state laws and college 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 meetings 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 (i.e. understanding and carrying out oral and written directions)
- Typing or operating a keyboard with sufficient skill to enter data into a word processor or computer and producing correspondence or reports

Salary  *$1180.50 to $1302 per month to start, seven-step schedule to $1583.50 per month. Half-time, assignment, 11 months per year; Monday through Friday, hours to be arranged. Assignment scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*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.

Please Note:  This half-time assignment is not eligible for insurance related or PERS retirement benefits.

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) Criminal History Inquiry Supplemental to Application

APPLICANTS ARE ENCOURAGED TO SUBMIT:
e) 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)*.
   • Documentation such as college transcripts in response to this position’s desirable qualifications of college technical or business school coursework. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

*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 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., Monday, July 10, 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.