Employment Opportunity
Program Specialist I-- Matriculation/Assessment
CL06-05 *(100 % categorically funded assignment)
Apply by: Wednesday, March 8, 2006 at 4:00 p.m.

About the Program Matriculation and Assessment services are provided at both the Cabrillo campus and the Watsonville Center. The currently advertised full-time assignment will provide a variety of administrative and program support services. In addition, 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 Dean of Instructional Development:
- 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 registration and completion of forms and documents
- Provides students with specific program resources, such as interpreters; provides support to off-site College facilities and staff
- Provides information to the public, students and College staff 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
- 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
- Assigns and directs work and instructs such assistants in work procedures
- May handle and balance program monies
- May coordinate class schedule information and facility use for the Assessment Office
- 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.
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, 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
• Typing or operating a keyboard with sufficient skill to enter data into a word processor or computer and producing correspondence or reports

Other Requirements:

• Must possess a valid California driver’s license and safe driving record in order to administer tests off-site

Desirable:

• 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

Salary

*$2361 to $2604 per month to start, plus fringe benefits, seven-step schedule to $3167 per month plus employer-paid retirement contribution (PERS). Full time, 100% categorically funded assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Must be willing to work at various campus locations, and a varied schedule, including evenings and Saturdays as needed. Position 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.

Cabrillo College provides a benefit stipend up to $5,701.80 per year for employee only and up to $10,570.44 per year for employee plus one dependent, and $14,438.28 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](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  
e) Current California driver’s license  
f) Current DMV print-out

*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.*

APPLICANTS ARE ENCOURAGED TO SUBMIT: Documentation such as college transcripts in response to this position’s desirable qualifications of college, technical or business school coursework

**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., Wednesday March 8, 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.