Employment Opportunity

Program Specialist I - - CL14-36
Fast Track To Work (categorically-funded assignment)

Apply by: Thursday, December 11, 2014

About the position: The currently advertised full-time categorically-funded assignment will provide a variety of administrative program support services working directly with students for the Fast Track To Work program at the Aptos campus. A Program Specialist position eligibility pool may be established in order to fill other part-time or substitute assignments.

Examples of Duties: Under the general supervision of the Fast Track To Work Program Director:

- Provides administrative and program support services for Fast Track to Work
- Provides information and assistance to students, potential students, clients and the public that requires the use of judgment and the interpretation of policies, rules and procedures
- Assists students with information about various college procedures such as admissions, registration, and the enrollment process
- Provides students with specific program resources, such as book vouchers
- 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 and reports
- 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, e-mail, word processing, spreadsheets, databases and website management
- Recruits, interviews and recommends selection of student assistants
- Assigns and directs work and instructs student assistants in work procedures
- May handle and balance program monies
- May coordinate class schedule information and facility use for a specific college program
- 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. College coursework/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
- Effective written communication using correct English including spelling, grammar, and punctuation
Skill in:

- Applying and explaining relevant laws, regulations, policies and procedures utilizing effective verbal and written communication
- 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 producing correspondence, reports and other written materials using various software such as email, word processing, spreadsheet, databases, and website management

Desirable:
College, technical or business school coursework in accounting, bookkeeping and human services.

Current Salary: *$2,661 to $2,934 per month to start; seven-step schedule to $3,566 per month. Full-time, 100% categorically-funded assignment, 12 months per year; Monday – Friday 8:00 a.m. – 5:00 p.m. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification.

*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.

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 through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

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

**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application
b) Resume – job related
c) One to three 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 qualification of college, technical or business school coursework in accounting, bookkeeping and human services.

**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: Thursday, December 11, 2014. *(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.