Employment Opportunity

Program Specialist I - - CL13-41
Learning Communities Center
(45% categorically-funded assignment)

Apply by: Monday, July 29, 2013

About the position: The currently advertised categorically-funded 45% classified hourly assignment provides a variety of administrative and program support services to the Learning Communities Center, students and clientele (serving all learning communities in Business, English and Language Arts/Digital Management Career Preparation), performs related duties as required or assigned.

Examples of Duties: Under the general supervision of the Dean of Education Centers or designee:

- Provides administrative and program support services for the Learning Communities Center
- Provides information and assistance to college staff, students, potential students, clients and the public regarding program requirements and services, which requires 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
- Provides support to an off-site College facility 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
- Assists in developing program budgets, objectives and procedures within College guidelines
- Monitors budget allocations and expenditures, maintains financial and statistical records and prepares financial reports
- 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
- 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
- Interviews and recommends selection of student assistants and assigns work and instructs such assistants in work procedures
- May handle and balance program monies
- May coordinate class schedule information and facility use for the Learning Communities Center
- May require driving for position-related activities
- 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, 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
- 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
- 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
- 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

Other Requirements:
- Must possess and maintain a valid California driver's license and a safe driving record during the course of employment
- May work at various campus locations

Desirable:
- Experience or skill in working with non-traditional college students who are underrepresented in higher education

Salary: *$14.80 to $16.32 per hour to start; seven-step schedule to $19.83 per hour. Part-time, 45% (18 hours per week) categorically-funded assignment, 12 months per year; Monday through Thursday, 10:00 a.m. – 3:00 p.m. Classified employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. *

Please Note: This part-time categorically-funded assignment is not eligible for insurance-related benefits.

* 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](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 qualifications of college, technical, or business school coursework

**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:**

Monday, July 29, 2013. (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.