Position Number: CLA15-166

POSITION DESCRIPTION

Under the direction of Acting Assistant Dean, Internships, Job Development and Career Center, performs complex and specialized administrative functions, assists with planning, organizing, and facilitating the delivery of student support, instructional service and program evaluation pertaining to the operation of Cooperative Work Experience Education. Frequently interacts with students, faculty, staff, and the professional community. Assignment includes weekends and evenings, as needed. Performs other related duties as assigned.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates and facilitates all components of the Cooperative Work Experience (CWEE) program. Directs the routine activities of the CWEE program in the absence of the Acting Assistant Dean.

2. Serves as liaison between the Acting Assistant Dean and the professional business community, the public, staff, and other District or campus officials. Plans and organizes outreach activities and recruitment of potential CWEE students.

3. Makes presentations to business CEO's, Directors of HR, and CBO's, at Chamber of Commerce meetings, class presentations, college events, and special events regarding internship services offered by CWEE.

4. Operates as first contact for business community inquiries and qualifies employers for internship host site eligibility. Exercises diplomacy and tact with employers and determines that unpaid internships are aligned with labor laws (Fair Labor Standards Act). Manages accounts for established internship host sites maintaining professionalism and excellent customer service to ensure employer satisfaction for lasting partnerships.

5. Provides information and resources to students with respect to internships and career development.

6. Assists the Dean in evaluating the internship needs of over a dozen Career Technical Education programs, developing internship plans for the purposes of program completers tracking student progress, and planning internship fairs.

7. In conjunction with the Acting Assistant Dean, plans and delivers a variety of internship information meetings, and application workshops, for participants, industry partners, and other groups as needed.

8. Develops, maintains, and uses complex databases reports, determining student eligibility and performance.

9. Gathers, compiles, and analyzes a variety of data, using multiple databases, to help measure program effectiveness and make recommendations to the Acting Assistant Dean. Evaluates and maintains “MyJobs” (CSO databases containing employer profiles, job descriptions, student resumes and profiles, and student/employer placement tracking.) The database administrator must generate dynamic reports for analysis, marketing, internship status, and ensure data integrity and make recommendations to the Acting Assistant Dean daily.

10. Maintains CWE Online Orientation database and monitors activity daily.
11. Communicates regularly, both written and verbal, with students enrolled in programs where an internship is required to ensure they are meeting program requirements. Uses a variety of modalities, including electronic and web-based, to facilitate ongoing updates.

12. Participates in staff meetings with the Acting Assistant Dean and provides updates on initiatives.

13. Implements and organizes on-going job training for college assistant employees for the CWEED program as well as trains and provides direction to all assigned temporary personnel.

14. Participates in site visits as identified.

15. Performs specialized computer duties: retrieves student data, prepares reports, word processing, spreadsheet functions, and student correspondence.

16. Communicates and enforces program rules and expectations.

17. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:
Position requires knowledge of and ability to:

- Coordinate, organize and schedule administrative and clerical functions and activities.
- Ability to interface with the business community with confidence and professionalism.
- Excellent oral and written communication skills to interact cooperatively and effectively.
- Compile and prepare accurate and comprehensive reports.
- Establish and maintain a variety of complex files and records.
- Learn, interpret, and apply legal mandates, policies, regulations, and guidelines and operational procedure.
- Take responsibility and use professional judgment based on established guidelines and procedures.
- Demonstrate interpersonal skills using diplomacy, patience and courtesy.
- Work effectively and collaboratively with faculty, administration, classified, students, and community members.
- Meet deadlines and handle multiple simultaneous projects. Work independently with little direction or as part of a team.
- Assume responsibility for routine clerical detail.
- Able to use appropriate software to edit, create, and maintain web sites.
- Type with speed and accuracy using word processing and other business-related software.
- Make arithmetical calculations with speed and accuracy.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality when dealing with sensitive and privileged material and information.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.

MINIMUM QUALIFICATIONS
Experience: Two (2) years of full-time equivalent experience as an office coordinator, program coordinator, assistant to director, or in a comparable position which would demonstrate the knowledge, skills and abilities necessary to perform the duties that are essential to this position.

Education: Bachelor’s degree (120 semester units) from an accredited institution, preferably in the area of business, communication, or a related field. Two (2) years of direct experience in addition to that identified above may be substituted for each one year (30 units) of the education requirement.

Desired Qualifications:
- Direct experience in an internship setting.
- Familiarity with Title V requirements and Fair Labor Standards Act.
- Working knowledge of word processing, business office organization, financial record keeping and other related skill areas including computer literacy.

SALARY PLACEMENT
Salary placement will be on Range 32 of Classified Represented Salary Schedule B ($3,080.53 - $4,816.18 per month as pro-rated for 72.5%). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,080.53 / $3,267.58 / $3,453.18 as pro-rated for 72.5%) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 29 hours. Paid holiday, discretionary, vacation, personal necessity, and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending, and stooping; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor. Incumbents may be exposed to occasional contact with dissatisfied or abusive individuals.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
Part-time Classified employees working 20 to 30 hours per week are provided with a diversified program that includes medical, dental and vision insurance for employee only, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive program is available to Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California.
CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

APPLICATION AND SELECTION PROCESS
Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- Online District CLASSIFIED Application.
- Detailed resume, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
11. Why do you want to work as a “Student Services Coordinator II (Cooperative Work Experience Education)(72.5%)” part-time staff member at College of the Canyons?

- Letters of Reference are optional.

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office
(661) 362-3427
TTY/TDD (661) 362-5178 or visit our website at http://www.canyons.edu/Offices/HumanResources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of May 30, 2016 and June 6, 2016 and conduct final interviews between the weeks of June 6, 2016 and June 13, 2016. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.