COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Student Services Coordinator I
(Student Development)

A Full-Time Classified Represented Position

Review Date: August 25, 2016

POSITION DESCRIPTION:

Under the direction of the Dean, Student Services and the Director, Student Development and Campus Activities, coordinates a wide variety of student programs and services and provides office support for campus activities and student government programs and services. Assumes delegated responsibilities for specific student development programs. Provides clerical and other assistance to the Director, Student Development and Campus Activities. Performs other 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 assigned department programs, services and operations at the Valencia Campus.

2. Leads, supports, and provides guidance for Associated Student Government (ASG) fund raising, social, cultural, educational, and entertainment programs and activities.

3. Serves as ASG co-advisor, overseeing assigned daily operations of ASG including supervising and advising the Activities Board, assisting with ASG personnel training activities, and coordinating elections, blood drives, and ASG Scholarships.

4. Travels with members of the Associated Student Government to various conferences and retreats and oversees the activities of those members while in attendance at such functions.

5. Coordinates chartering and re-chartering process for student clubs and organizations; provides support and guidance for individual clubs, club advisors, and the Inter Club Council (ICC) and its activities.

6. Coordinates and facilitates leadership and training workshops and activities for Inter Club Council meetings, club officers, and advisors.

7. Assists with developing, coordinating, and facilitating leadership development programs.

8. Assists the Director with the coordination of the Student Resource Center activities and programs; Coordinates assigned student retention follow-up programs including creating, maintaining, and updating a computer database of new student information.

9. Oversees the Student Development Transcript Program including recruitment and follow-up with students enrolled in the program; creates and updates program materials; creates and maintains a computer database of student records; processes and generates College transcripts documenting co-curricular activities of enrolled students.

10. Provides direct supervision of temporary staff and provides work direction of permanent part-time staff involved with new student follow-up, retention and persistence activities.

11. Attends Student Development staff meetings.

12. Coordinates and maintains a calendar of ASG, clubs and organizations, and Student Development activities.

13. Coordinates planning, implementation, publicity and evaluation of various student involvement activities and services including, Welcome Week, Club Rush, Club Showcase, and Back to School Bash.
14. Assists with maintaining department webpage.
15. Assists with the coordination of annual College commencement ceremony, related activities, and student and faculty recognition programs.
16. Performs specialized computer duties: retrieves student data, prepares reports, word processing, spreadsheet functions, and student correspondence.
17. Assists with scheduling of Student Center rooms and facilities under the auspices of the Office of Student Development.
18. Serves as support staff to the Director.
19. Assists with supervision of college assistants and adult hourly/short term employee staff.
20. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:
Position requires ability to:
- Learn, interpret, and apply legal mandates (including Brown Act), policies, regulations, guidelines, parliamentary procedure, and operational procedure. Ability to see for the purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
- Apply knowledge of modern office practices and equipment including expert use of computers for word processing, record management, and filing systems.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Establish and maintain comprehensive and accurate files and records; prepare concise and complete reports as required.
- Work independently, take responsibility, and use professional judgment based on established guidelines and procedures. Assume responsibility for routine clerical detail.
- Adhere to various deadlines while balancing multiple job responsibilities in an organized and efficient manner.
- Initiate regular evaluations of assigned, programs, activities, processes, and methods.
- Type with speed and accuracy; make arithmetical calculations in like manner.
- Communicate effectively orally and in writing. Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with faculty, staff, trainees, and others connected in the performance of duties.
- Adapt to changing student and procedural requirements.
- 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 REQUIREMENTS:
Experience: Minimum two (2) years full-time equivalent experience working in community colleges, universities, high schools, and/or community agencies. Experience relevant to the position desirable.

Education: Education equivalent to an Associate’s degree (60 semester units) from an accredited institution is required. Two years direct experience in addition to that identified above may be substituted for each one year (30 semester units) of college.

SALARY PLACEMENT:
Salary placement will be on Range 28 of Classified Represented Salary Schedule B ($3,986 - $6,238 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,986 / $4,230 / $4,470) 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 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally 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 plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 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; handling and working with various materials and objects; intermittent exposure to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS:
Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, 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 is available to eligible 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. Various additional benefit options are available to retired employees.

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 EMPLOyM Ent 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.
- **Copies of complete and legible college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.

1. Do you possess education equivalent to an Associate’s degree or higher from an accredited college or university? (yes/no) If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
2. Please describe your experience working in community colleges, universities, high schools, and/or community agencies. Include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
3. Please describe your experience working with MS Office Suite, including Microsoft Word, Excel, PowerPoint and Outlook (e-mail). Please provide examples of how you have used each program in the workplace.
4. Please describe your experience working with and advising students or equivalent groups of people.
5. Please describe your experience with implementing leadership development programs and/or activities.
6. Please describe your experience with event planning, coordination, and facilitation.
7. Please describe your understanding of student development theory and how it would apply working with the student population.
8. Please describe your experience with interpreting and applying legal mandates (including the Brown Act), policies, regulations, guidelines, parliamentary procedure, and operational procedure.

9. Why do you feel that you are qualified to be a “Student Services Coordinator I (Student Development)” 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 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 September 26, 2016 and October 3, 2016 and conduct final interviews between the weeks October 3, 2016 and October 10, 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.

**COLLEGE OF THE CANYONS**

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

www.canyons.edu

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