POSITION DESCRIPTION

Under the direction of the Associate Dean, Learning Resources and Director of The Learning Center (TLC), creates, updates, and maintains various reports, files, logs, and records/databases pertaining to accountability and operations for a wide variety of academic and student services departments. Provides accurate, consistent, and timely reporting of positive attendance for FTE capture using CI Track database. Performs a wide variety of responsible clerical office support functions. 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. Creates, updates, and maintains various reports, files, logs, and records/databases pertaining to accountability and operations for a wide variety of academic and student services departments.

2. Provides accurate, consistent, and timely reporting of positive attendance for FTE capture in all areas of The Learning Center.

3. Prepares and distributes weekly attendance reports for all faculty and athletic department.

4. Audits TLC’s database using CI Track daily to insure students are signed in properly and are registered in TLC section numbers for all locations.

5. Maintains effective communication with faculty regarding student usage of TLC services.

6. Inputs and extracts student data from the District’s computer information system (Datatel and CI Track).

7. Prepares positive attendance reports for TLC and coordinates with MIS for presentation to the State.

8. Assists with the preparation of student and department files and records for audit and program reviews.

9. Monitors, maintains, and creates attendance reports for special programs and grants.

10. Performs and assists with routine clerical tasks including, calendaring, scheduling appointments, and coordinating room usage.

11. Assists with arrangements for conferences, travel and accommodations, travel advances and requests for reimbursements.

12. Assists with processing purchase requisitions and distributing outgoing mail, and answering and redirecting inquiries.

14. Assists with accurate and timely submittal of all employee timesheets.

15. Provides customer service in a positive and friendly manner. Provides information and assistance as appropriate.

16. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES

Position requires knowledge of:

- Organization, policies and rules of assigned department or program.
- Modern office practices, procedures and equipment. Advanced techniques and operation of personal computer.
- Oral and written communication skills. Correct English usage, grammar, spelling, punctuation and vocabulary.
- Recordkeeping techniques.
- Technical aspects of field of specialty.

Position requires ability to:

- Learn and apply District, state and/or federal government policies, rules and regulations to assigned activities.
- Apply knowledge of modern office practices and equipment including automated 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.
- Enter data with speed and accuracy using word processing, spreadsheet, database and other business-related software.
- Work independently with minimum supervision.
- Maintain confidentiality of office and student records.
- Assume responsibility for all positive attendance reporting in TLC using CI Track database.
- Establish and maintain comprehensive and accurate files and records pertaining to positive attendance reporting for reports and for auditing purposes.
- Take responsibility and use professional judgment based on established guidelines and procedures.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with faculty, staff, students and others connected in the performance of duties.
- Ability to 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 QUALIFICATIONS

Experience: Two (2) years full-time equivalent experience performing administrative support duties which includes customer service, data entry, and working with databases and reporting functions. Requires proficiency in MS Office (Word, Excel, Outlook, PowerPoint).

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

 Desired Qualifications:

- Experience working in community colleges, universities, high schools, or community agencies.
- Detail oriented with efficient use of 10-Key touch.
- Experience using an administrative database.

SALARY PLACEMENT

Salary placement will be on Range 20 of Classified Represented Salary Schedule B ($2,499.08 - $3,888.90 per month as pro-rated for 72.5%). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($2,499.08 / $2,649.88 / $2,797.78 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 computer keyboard; reaching, bending, 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.

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

(continued on next page)
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:

- 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 an Associate’s degree (60 semester units) or higher from an accredited college or university? (yes/no)
  2. Please describe your administrative support experience which includes customer service, data entry, and working with databases and reporting functions. Include employer name(s), position title(s), dates of employment, full-time or part-time status (including number of 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 utilizing MS Office Suite, including Microsoft Word, Excel, PowerPoint, Access and Outlook (e-mail). Provide one or more examples of how you have used these programs in the workplace.
  4. Please describe your customer service experience, and the roles you played in serving the public.
  5. Please describe your methods for organizing multiple projects and daily work.
  6. Please describe your experience providing administrative/clerical/recordkeeping detail and support.
  7. Why do you want to work as a “The Learning Center Specialist III (72.5%)” part-time staff member at College of the Canyons?
- Letters of reference are optional.
- Confidential Recruitment Source Sheet (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 May 23, 2016 and May 30, 2016 and conduct final interviews between the weeks of May 30, 2016 and June 6, 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