**COLLEGE of the CANYONS**

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**

announces an employment opportunity for

**The Learning Center Athletics Program Mentor**

A Full-Time Classified Represented Position

**Grant Funded**

Review Date: May 27, 2016

**POSITION DESCRIPTION:**
Reporting to and under the direction of the Associate Dean, Learning Resources and Director of The Learning Center (TLC), and in coordination with the Director of Athletics, performs specialized student interaction related to advising and monitoring student-athletes in support of their academic goals. Duties include, but are not limited to, connecting all assigned student-athletes to a comprehensive academic support system; maintaining a structured learning environment in The Learning Center; assuring athletes are in compliance with CCCAA and Western State Conference regulations; partnering with faculty and staff to identify potential at-risk athletes; conducting workshops; and monitoring student-athlete attendance in TLC. Performs other specific student-athlete related projects and 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. Serves as a liaison among The Learning Center (TLC), Athletic Counseling, Athletic department, and faculty and staff to mentor and assist student-athletes with academic success.

2. Assists with preparation and compilation of statistical data and reports reflecting student-athlete attendance in TLC and communicates results with assigned coaching staff, TLC and Athletic counseling.

3. Designs and implements instructional support plans for student-athletes as well as for athletic teams, and monitors student athlete academic activities in The Learning Center to ensure students remain on task.

4. Assists student-athletes in securing necessary academic support services such as tutoring, supplemental workshops, study JAMS, and guided learning activities, and interacts with college service areas including Counseling, EOPS/CARE, DSP&S, Student Health Center, and Admissions and Records.

5. Coordinates with faculty to identify student-athletes with high academic risk indicators and partners with Athletic Counseling to create and implement intervention plans for those student-athletes deemed academically “at-risk”.

6. Works directly with new student-athletes and those with lower grade point averages to assists student athletes with study skills necessary for academic success including time management, stress management, research methods, course calendars, and tutoring.

7. Assists Athletic Counseling with dissemination of progress checks for student-athletes in their season of competition, and is familiar with NCAA Eligibility Requirements, NAIA, and other certifying agencies and assists with compilation of required reports and forms for above agencies.

8. Conducts regular team meetings and one-on-one meetings regarding student-athlete academic responsibilities and academic progress within the classroom and in TLC.

9. Provides resources and encourages student-athletes to engage in the development of campus community relationships.

10. Assists new student-athletes with orientation and information on College services and resources with an emphasis on eligibility requirements within the CCCAA and Western State Conference. Monitors various processes pertaining to student-athletes including academic requirements and verification of ability to graduate.

11. Creates and presents workshops on various college skills and topics that will help students reach their educational goals.
12. Assists the Athletic Counseling office with organizing and coordinating the annual “Student-Athlete Academic Achievement Dinner” as well as assisting with other events and duties as assigned by the Athletics Director and the Associate Dean, Learning Resources and Director of The Learning Center (TLC).

13. Composes correspondence independently or in accordance with general instructions concerning a wide range of subjects requiring a thorough knowledge of policies, regulations and operational procedures.

14. Assists in providing outreach and recruitment for the College with emphasis in student athletes.

15. Assists in liaising between the Associate Dean and lead personnel in TLC, the public, staff, and other District or campus officials and departments regarding TLC office policies, operational procedures, and practices.

16. Assists in difficult situations, assessing problems, and suggesting potential solutions to prevent problems from escalating beyond the office.

17. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

Position requires knowledge of:

- Monitoring student-athletes progress towards degrees with regards to College of the Canyons requirements and CCCAA academic eligibility requirements.
- NCAA rules and regulations.
- Class scheduling and registration processes.
- Interpersonal skills using tact, patience, and courtesy.
- Microsoft Office Suite software (Excel, Word, Outlook, and PowerPoint) and other business-related software.
- Evidence of effective verbal and written communication skills. Application of proper grammar, spelling and punctuation.
- Recordkeeping techniques.

Position requires ability to:

- Coordinate academic policies, procedures and deadlines with sport coaches.
- Learn, interpret, and apply legal mandates, policies, regulations, and guidelines and operational procedure.
- Establish and maintain a variety of comprehensive and accurate files and records, prepare concise and complete reports as required.
- Work independently, assume responsibility, and use professional judgment based on established guidelines and procedures.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Communicate effectively and accurately orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students, faculty, staff, tutors, and others connected in the performance of duties.

- Ability to adapt to changing student and procedural requirements.
- Apply knowledge of modern office practices and equipment, including automated word processing, record management and filing systems, telephone techniques, correspondence development, and report writing.
- Demonstrate excellent customer service skills and ability to multi-task in a high stress, team-oriented environment.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MINIMUM REQUIREMENTS:

Experience: Two (2) years of full-time equivalent experience working in community colleges, universities, high schools, or other educational setting directly serving student populations.

Education: Education equivalent to an Associate’s degree (60 semester units) from an accredited institution is required. Two additional years of experience as identified above may be substituted for one year (30 units) of college. Bachelor’s degree is preferred.

Desirable Qualifications:

- Experience advising students regarding their academic goals in a community college or other post-secondary educational institution.
- Experience in academic mentoring of at-risk students at the collegiate level.
- Experience in relating effectively with students, coaches, staff members and faculty from diverse ethnic, cultural and socio-economic backgrounds.
- Experience in referring student athletes to appropriate college campus resources in an effort to provide assistance for academic success.

SALARY PLACEMENT:

Salary placement will be on Range 25 of Classified Represented Salary Schedule B ($3,788 - $5,957 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,788 / $4,019 / $4,256) 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 frequent periods of standing and walking, which may include climbing staircases; work at a desk, a conference table, or in meeting rooms of various configurations for extended periods of time; 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 materials 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 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.
- **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, or other educational settings directly serving student populations. 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 methods for organizing multiple projects and daily work.
5. Please describe your experience working with student athletes and the roles you played in serving them and guiding them towards academic success.

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6. Please describe your experience providing outreach and recruitment, with an emphasis in student athletes.
7. Why do you feel that you are qualified to be a “TLC Athletics Program Mentor” 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 June 20, 2016 and June 27, 2016 and conduct final interviews between the weeks June 27, 2016 and July 4, 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