

classified position



College
of the
Sequoias

Position: 3727-c-03-10
On-Campus Employees Opening Date: October 12, 2009
On-Campus Employees Closing Date: October 15, 2009

Student Services Success Technician Title V/Achieving The Dream Grant

Categorically funded - (5 year Grant)

Part-time, 12-month Classified Position

Monday-Friday, 20 hours weekly

WEB: www.cos.edu

College of the Sequoias

915 S. Mooney Blvd.
Visalia, CA 93277-2234
(559) 737-6165

Description of Position

Under the direction of the Assistant Director, Title V/Achieving the Dream, the Student Services Success Technician will assist in the day-to-day operations and special needs of the assigned office, relieve the supervisor of routine administrative detail, monitor and maintain financial statements and reports for the office, and perform a wide variety of specialized and responsible secretarial duties.

Minimum Qualifications

Candidates will be tested to determine whether or not they possess the ability to:

- Type at 50 correct words per minute from clear copy.
- Produce printed work using a word processor.
- Use correct English, grammar, spelling and punctuation.

A testing date will be arranged for applicants.

Education and Experience:

Any combination equivalent to:

- two years relevant college-level course work **and**
- three years increasingly responsible secretarial experience which included preparing and maintaining detailed records and reports.
- Ability to speak Spanish is highly desirable.

Representative Duties

- Organize and manage the day-to-day activities of the Title V/Achieving the Dream office.
- Prepare correspondence and memoranda independently and from oral instructions.
- Prepare and edit a wide variety of materials such as correspondence, reports, forms, applications, flyers, brochures, memoranda and other documents.
- Coordinate communication between administrator and staff, students, the public, the Foundation Board or other District or campus officials; obtain and provide information, coordinate activities and resolve issues.
- Greet office visitors and initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take messages as necessary.
- Maintain a variety of records, logs, maintain confidentiality of information and records.
- Compile information and data for reports and assist in the preparation of reports as required.
- Review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar.

- Turn Page

- Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel as required; maintain records for meetings as required.
- Receive, open and route mail; order, issue and maintain department supplies, forms and equipment.
- Coordinate communication and activities with other educational institutions.
- Plan, schedule and assist in the design and delivery of oral presentations and workshops for high schools, students, and community groups.
- Operate a variety of office equipment such as typewriters, computer terminals, and calculators.
- Prepare checks, invoices, purchase orders, and related program related documents; distribute as appropriate; establish a process of tracking assigned budgets.
- Prepare a variety of materials, such as purchase orders requisitions and reports as required.
- Monitor and maintain student centers; troubleshoot computer programs used in center.
- Resolve problems and discrepancies related to program functions; provide information and assistance regarding program matters to program administrators and outside agencies.
- Plan and organize activities and programs to provide information and assistance to students regarding grant services.
- Assist in securing programs to aid in the retention, placement or transition of students; provide information and assistance to students in obtaining a variety of services available including counseling and tutoring.
- Process, prepare and file a variety of documents, forms, letters, credit memos, and receipts.
- Assist with the planning, coordinating and hosting of events on campus and in the community for the overall marketing and recruitment of the grant.
- Train and provide work direction to student assistants to help with projects, including recruitment activities.
- Utilize the District's integrated software in performing the required duties of the position.
- Perform related duties as assigned.

Conditions of Employment

- Salary is at Range 30 (\$15.93 hourly). Initial placement on step AA.
- Minimum 5% increase if promoted.
- 10-working month probationary period.
- Union membership upon employment.
- PERS Retirement contribution paid by the District.

Screening Procedure

Only **complete** application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline,

October 15, 2009 / 4:30 p.m.

- Completed COS classified application form
- Letter of interest addressing your interest in this position and the representative duties
- Resume

Submit to:

Julie Carroll
(559) 737-6237
Human Resource Services
Position 3727-c-03-10
College of the Sequoias
915 S. Mooney Blvd.
Visalia, CA 93277-2234

Note: Incomplete application packages will **not** be forwarded to the selection committee for consideration in the hiring process. All documents received become the property of the District and will not be returned. Human Resource Services will **not** copy any of the materials submitted for the applicant.

Notice to all candidates for employment

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

College of the Sequoias is an Equal Employment Opportunity Employer, committed to equal opportunity and treatment in all aspects of its relations with faculty, students and staff members, without regard to race, color, national and ethnic origin, sex, sexual orientation, marital status, religion, age or handicap.