

classified position



College
of the
Sequoias

On-Campus ONLY Recruitment Position: 4010-c-01-11
Opening Date: August 26, 2010
Closing Date: August 30, 2010

Center Student Services Specialist COS Hanford Educational Center

College of the Sequoias

915 S. Mooney Blvd.
Visalia, CA 93277
(559) 730-3867

Full-time, 12-month Classified Position
7:45 a.m. – 4:45 p.m., Monday — Friday
Web: cos.edu

Description of Position

Under the direction of the Provost, COS Hanford Educational Center, the Center Student Services Specialist will perform a variety of student services by providing enrollment, academic, and career information to pre-college and college students.

The individual in this position will be responsible for providing information to students, prospective students and the general public thus the incumbent must be cross-trained in all student services areas to include:

- Counseling Center
- Outreach
- Financial Aid Services
- EOP&S/CARE Services
- Admissions & Records Services
- Student Financial Services
- Veteran's Services
- Health Center
- Testing Services
- Career/Transfer Services
- Disabled Student Services

Minimum Qualifications

Education and Experience

Any combination equivalent to:

- graduation from high school supplemented by college-level course work in business or related field
and
- two years of progressively responsible experience in a student services area.

Representative Duties

- Serve as first contact in person or over the phone for the public including prospective students, community members, and current students.
- Administer student assessment instruments to determine strengths and weaknesses of students.
- Collaborate with appropriate staff to score assessment instruments; determine appropriate course placement based upon assessment scores.
- Assist in providing related information for general college preparation, financial aid, EOP&S, and DRC, and other student activity and student support services of the college.
- Explain the process for applying to colleges, seeking financial aid and accessing other services.
- Assist students in the college enrollment process
- Participate with others, including other programs in activities such as career fairs and college visitations.
- Understand the registration process and make appropriate referrals for study assistance and registration.
- Answer questions and provide information regarding all offered tests.
- Assist students in completing FAFSA Form and explaining financial aid policies and procedures and federal rules and regulations.
- Assist students in locating external scholarship sources.
- Assist with making appropriate service/resource referrals to DRC.

Selection 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. Testing to determine ability to perform functions of the position may be required. 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:

August 30, 2010 / 4:30 p.m.

- Completed COS classified application form
- Letter stating your interest in this position, your accomplishments which have prepared you for this position and which discusses your computer skills
- Resume

Send to:

Linda Reis
(559) 730-3867
Human Resource Services
Position 4010-c-01-11
College of the Sequoias
915 S. Mooney Blvd.
Visalia, CA 93277

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 submitted material.

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.

- Assist in the development and presentation of special activities to promote financial aid, registration, admissions, etc., information to internal and external groups.
- Assist students in accessing various personal records and resources via the website; Print transcripts.
- Coordinate with Financial Aid to assure that EOP&S / CARE students receive the correct amount of financial aid assistance; monitor EOP&S/CARE Book Service/ Voucher Grant program.
- Assist with creation, delivery and evaluation of internal center procedures.
- Serve as cashier for the Center.
- Assist with planning and coordinating special events such as guest speakers, field trips, workshops, and college orientations programs
- Direct students to appropriate campus support services.
- Train and provide work direction to student workers.
- Utilize the District's integrated software in performing the required duties of the position.
- Serve on committees and special projects/assignments and perform duties as required.
- Perform related duties as assigned.

Conditions of Employment

- Salary is at Range 28 AA (\$15.17 hourly, \$2,629 monthly).
- Minimum 5% increase if promoted.
- 10-working month probationary period.
- Union membership upon employment.
- PERS Retirement contribution paid by the District.
- District paid medical/dental/vision insurance program for employee and dependents.
- Employee life insurance (\$100,000) is provided.

Working Conditions

Environment

- Indoor/Outdoor environment.
- Extensive contact with students/staff/public.
- Weekend/Evening hours as needed.

Physical Abilities

- Ability to read documents.
- Ability to sit and stand for extended periods of time.
- Ability to lift moderately heavy objects.
- Ability to operate computer and office equipment.