

classified position



Position: 4316-c-03-11
Opening Date: August 2, 2011
Closing Date: August 10, 2011

Student Services Specialist TRIO/Upward Bound Math & Science Program

Evening and/or weekend hours may be required

College of the Sequoias

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

Categorically funded

Full-time, 11-month Classified Position
7:45 a.m. — 4:45 p.m., Monday — Friday

Web: cos.edu

Description of Position

Under the direction of the Director, TRIO Grant/Upward Bound Math & Science Program, the Student Services Specialist will perform a variety of specialized duties in support of the TRIO Program; including assisting in the planning and implementation of the annual six-week TRIO/UBMS Summer Academy and providing students with related program information.

Minimum Qualifications

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

- Produce printed work using Word.
- Produce printed work using Excel.
- Use correct English, grammar, spelling and punctuation.

Education and Experience

Any combination equivalent to:

- Bachelor's degree in business, marketing, social services, or related field **or**
- a combination of related experience and education.

Representative Duties

- Plan, organize and deliver on and off campus activities and programs to provide information and assistance to students regarding academic and financial support services.
- Assist with the evaluation and determination of student eligibility; assist student with the completion, submission and review of financial aid and scholarship applications, community college and university admission applications; assure accuracy and completeness of forms, applications and other related materials.

- Coordinate with Financial Aid to assure program participants receive the correct amount of financial aid assistance.
- Plan, prepare and deliver outreach presentations; Information Orientation Sessions, and Student Success Workshops to assist students in achieving their educational goals.
- Maintain regular contact with students to address and assist with problem solving; update student files as necessary.
- Assist with tracking, monitoring and interviewing of students who are considered to be risk or high risk students; provide tutorial referrals to students to aid in retention and course completion; refer students to academic counselors for creation of and /or updates to Student Educational Plans.
- Prepare and disseminate information, applications, and other program related documentation/items to students.
- Assist with maintaining and monitoring of the budget; process reimbursement for program related items issued to students (uniforms, tools, textbooks, etc).
- Prepare and maintain a variety of reports related to program activities; compile and maintain statistics for inclusion in District, state, and Federal reports; develop flyers and promotional brochures as necessary.
- Coordinate and participate in a variety of campus events (Fall Kick Off, Multi-Cultural Fair and Academic Achievement Award Ceremony) to recruit and retain students and identify fundraising opportunities for program.
- Maintain a directory of services for on campus and off campus resources to assist and refer students to aid in recruitment, retention and graduation.
- Interpret, apply and explain state and federal eligibility requirements of the assigned program and District policies to students.

-Turn Page Over

- Plan, organize and implement recruitment efforts; identify and establish professional contacts with colleagues at high schools, community service agencies, and other educational agencies to assist with recruitment efforts.
- Work in conjunction with program representative from outside community service agency to monitor student's program participation where required.
- Assist with training and providing work direction to student employees.
- Assist with the development of the department newsletter; draft and edit articles in collaboration with other staff members.
- Attend staff meetings, conferences, and seminars to maintain current knowledge regarding program eligibility requirements, regulations and District policies.
- 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 32 AA (\$16.74 hourly / \$2,902 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.

Licenses and Other Requirements

- A valid California driver's license.
- An incumbent must be insurable at the *standard rate* by the employer's insurance carrier at all times while employed in this classification by the College of the Sequoias.

Working Conditions:

Environment

- Indoor/Outdoor environment.
- Constant interruptions.
- Travel from site to site to conduct work. (Throughout the District; Tulare Center, Hanford Center, COS Farm and Visalia Campus).
- Extensive contact with students.
- Evening and weekend hours.

Physical Abilities

- Ability to drive a vehicle from site to site to conduct business of the college.
- Ability to operate a computer and office equipment.
- Ability to sit or stand for extended periods of time.
- Ability to communicate in person or on the phone.
- Ability to read documents.
- Ability to reaching in all directions to retrieve files and supplies.

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:

August 10, 2011 / 4:30 p.m.

- Completed COS classified application form
- Letter stating your interest in this position and your accomplishments which have prepared you for this position.
- Resume
- Unofficial copies of transcripts of college/university work

Send to:

Linda Reis

(559) 730-3867

Human Resource Services

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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.

Notice to all candidates for employment

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3776 to request a reasonable accommodation."