

Community Education Assistant  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=222167>

Downloaded On: May. 8, 2024 10:35am

Posted Sep. 26, 2023, set to expire May 31, 2024

**Job Title** Community Education Assistant  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Sep. 26, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/4614406>

**Apply By Email**

**Job Description**

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**Community Education Assistant**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 11/24/2022\*\***

**\*\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.**

**Salary Grade:C2-40**

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**Starting Salary:** \$25.98 (per hour)

**Full Salary Range:** \$25.98 - \$34.74 (per hour)

**The Foothill-De Anza Community College District is currently accepting applications for the classified hourly position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

De Anza College is a student centered, innovative environment that strategically supports student



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equity and success. The college seeks to employ counselors who are willing and able to implement the "Six Factors that Support Student Achievement" as outlined by the California Community College Research and Planning Group.

**Six Factors that Support Student Achievement:**

**Directed** -students have a goal and know how to achieve it

**Focused** -students stay on track, keeping their eyes on the prize

**Nurtured** -students feel somebody wants and helps them to succeed

**Engaged** -students actively participate in class and extra-curricular activities

**Connected** -students feel like they are part of the college community

**Valued** -students skills, talents, abilities and experiences are recognized; they have opportunities to contribute on campus and feel their contributions are appreciated

**JOB SUMMARY:**

The Community Education Assistant supports all Community Education programs as assigned. The incumbent is responsible for greeting and fielding questions from community members, customers and students in a range of settings including the Planetarium, Child Development Center, Euphrat Museum and other on- and off-site locations. While typically working Mondays, Fridays and Saturdays, the incumbent may be assigned other working days based on programming demands. As a front-line customer service agent, door greeter, front desk attendant and program registration aide, this position operates entirely as an on-site position serving up to 16 hours each week. No remote work hours will be assigned.

**POSITION CHARACTERISTICS:**

Position reports to the Dean, Community Education at De Anza College. Twelve (12) month assignment. Flexible schedule required based on class schedules and locations as well as Planetarium programming. Doors need to be opened 2 to 3 weekdays per week from 5:00 PM to 7:00 PM and on most Saturdays and Sundays. Hours will vary from quarter to quarter up to sixteen (16) hours per week.

**DUTIES:**

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1. Act as a classroom door opener (travel between Foothill, De Anza, and off-campus locations required), including evenings and weekends.
2. Assist with registration during peak periods.
3. Input student information in Short Courses SI database.
4. Assist with customer service via telephone, e-mail, social media and in-person.
5. Prepare class rosters for instructors and delivery of materials to instructor's classrooms.
6. Generate and reconcile instructor agreements for payment of their services.
7. Proofread catalog contents prior to production.
8. Assist instructors with walk-in registrations during first hour of high-enrollment classes and Planetarium shows.
9. Assist registrar and department coordinators with special projects as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Record-keeping techniques.
2. Modern office practices and procedures and equipment.
3. Excellent phone manner.
4. Computers, including familiarity with Word, Excel, and ClipArt.
5. Oral and written communication skills, including familiarity with social media communication.
6. Interpersonal skills using tact, patience and courtesy.

**Ability to:**

1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
2. Establish and maintain cooperative and effective working relationships with others.
3. Ability to maintain records and files.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Frequent movement between buildings and classrooms.

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**Physical Abilities:**

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to high school graduate **AND** one years of similar work experience.

**Licenses and Certifications:**

1. Valid driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a laboratory/classroom environment, to use a computer, and to operate varied equipment related to computer science programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, and reach to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

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Employees primarily work in a computer laboratory, classroom, and/or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**CONDITIONS OF EMPLOYMENT:**

**Position:**Part-Time, Permanent, 12-months per year

**Work Schedule:** Thursday - Monday. Hours will vary from quarter to quarter up to sixteen (16) hours per week.

**Starting date:**As soon as possible upon completion of the search process

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

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Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1018?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff

Foothill-De Anza Community College District

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