

Program Assistant, Categorical
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237327>

Downloaded On: Jun. 30, 2024 8:48am

Posted Jun. 11, 2024, set to expire Jan. 28, 2025

Job Title	Program Assistant, Categorical
Department	Foster and Kinship Care Education
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Program-Assistant--Categorical_REQ12225
Apply By Email	
Job Description	

Title:Program Assistant, Categorical

Job Category:CSEA

Job Opening Date:June 10, 2024

Job Closing Date:June 27, 2024

Location:Saddleback College



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Work Location:Mission Viejo, CA

Department:Foster and Kinship Care Education

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Tuesday - Friday

Work Hours:Tu-Th: 9:00am - 4:00pm - Fr: 9:00am - 3:00pm

Hours Per Week:25

Percentage of Employment:62.5%

Months of Employment:12 Months

Salary:Starting at \$2,831 per month

Required Documents:

Resume

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 118

Application materials must be received by 11:59 pm 06/26/2024

Required Document: Resume

Applications missing the required documents will not be considered.

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Please Note: Employment in this position is contingent upon funding 100% by California Community Colleges Chancellors Office.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, provides word processing and other computer operation services in support of the assigned grant funded program; performs a variety of administrative office support duties of a general or specialized nature; and provides information and assistance to students, faculty, staff, and the general public. May provide training and work direction to student workers if assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from similar classifications in that the position assigned to this class is categorically funded, not financed by District funds. The incumbent works with students and faculty to implement the activities of a grant program. Duties include assisting faculty and classified staff by performing word processing and other administrative support functions that further the goals of the grant program and support division-wide activities and duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide word processing and other computer operation services in support of the assigned grant funded program; produce letters, manuals, syllabi, handbooks, course materials, board agendas, position announcements and reports; create and maintain originals of documents; distribute finished materials as appropriate.
- Participate in preparing a variety of required and comprehensive reports within the assigned grant funded area.

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- Serve as receptionist for assigned grant funded program; receive office and telephone callers; provide material and information in response to requests for information related to program; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
- Follow up on registration problems for the assigned grant funded area; respond to questions and inquiries from students regarding registration guidelines and procedures.
- Provide assistance to students and staff in the orientation process; attend orientation meetings, collect student paperwork, make copies of documents as necessary and respond to questions and inquiries.
- Proctor tests to students within the program; inform students of directions; maintain a quiet testing environment for students, and ensure security of test materials; maintain confidentiality of confidential and/or sensitive matters with regard to test proctoring.
- Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information.
- Design, develop and prepare a variety of graphics, brochures, flyers, charts and other documents utilizing desktop publishing hardware and software.
- Maintain accurate and up-to-date files and records for assigned program; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.
- Provide program information to students and faculty; assist in preparing program materials; receive, sort, and deliver materials.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Current word processing, spreadsheet and database programs, methods, and techniques.

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- Basic principles of business letter writing and basic report preparation.
- Methods and standards used in processing College paperwork.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Principles and practices of public relations.
- Work organization principles and practices. English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general administrative and office policies and procedures.
- Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff or the public.
- Proctor tests and examinations, maintaining confidentiality of information.
- Use sound judgment in recognizing scope of authority.
- Type or enter data at a speed necessary for successful job performance.
- Compile and organize data and information.
- Maintain filing systems.
- Exercise good judgment in maintaining information, records, and reports.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



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EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade. Completion of college level course work in business administration or a related field is highly desirable.

Experience:

Two years of specialized clerical or office experience preferably involving extensive public contact.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting, typically at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally



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communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

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. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.



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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and



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safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact