

**PROGRAM ASSISTANT (Academic Senate)
San Jose/Evergreen Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=238065>

Downloaded On: Jun. 30, 2024 11:23am

Posted Jun. 24, 2024, set to expire May 23, 2025

Job Title	PROGRAM ASSISTANT (Academic Senate)
Department	Staff
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Jun. 24, 2024
Application Deadline	07/07/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Undergraduate Education
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Job Description

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PROGRAM ASSISTANT (Academic Senate)

San Jose/Evergreen Community College District

Close/First Review Date:

Campus Location: San Jose City College

Position Description:

POSITION SUMMARY

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The Program Assistant (Academic Senate) reports to the Vice President of Academic Affairs at San Jose City College. The work schedule is 9.5 months per year; 27.5 hours per week; Monday - Friday; 10:30 a.m. - 5:00 p.m.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of an assigned administrator, performs a wide variety of program-related clerical, operational, and service activities related to programs serving a targeted population, where the identification of students and/or eligibility for program and the verification of continued eligibility are necessary. General supervision is provided by supervisory or management personnel. Functional direction may be provided by academic personnel.

DUTIES AND RESPONSIBILITIES

1. Assist in developing, monitoring, coordinating, and improving a specialized college, grant or categorically funded program providing supportive services.
2. Provide liaison support for students with faculty, staff, and mentors relative to program functions, goals and objectives.
3. Provide information and assistance to students and potential students regarding program requirements and services. Assist with the intake process.
4. Make recommendations on the eligibility or continued participation of students in the program, using prescribed regulations or requirements, as necessary.
5. Assist students with various college and outside agency procedures such as registration, completion of forms and documents, and identification of mentors.
6. Provide students with specific program resources such as mentors, interpreters, and tutors. Coordinate services with and refer students to other college staff, programs and to community mentors or support agencies.
7. Maintain program accounts and perform regular bookkeeping activities pertaining to the financial reporting and documenting of assigned program. Assist in developing and monitoring the program budget and expenditures.

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8. Confer with students regarding academic and vocational concerns. Recommend contact with advisors, mentors, or counselors as required.
9. Collect, compile, and assemble statistical data on program activities and participation from a variety of sources for completion of forms, the preparation of various files, and activity statistics. Identify and resolve discrepancies.
10. Prepare and maintain students' confidential records and files; compose and type correspondence, memoranda and statistical materials; assist in preparing reports and budgetary estimates; answer phones.
11. Assist in the development and dissemination of relevant program publicity.
12. Maintain a master calendar for program staff and make appropriate travel and meeting arrangements.
13. May oversee the work of student workers and program tutors.
14. Assist in the recruiting and orientation of mentors.
15. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Basic functions and programs of a community college or similar educational setting.
2. The needs and sensitivities of special and disadvantaged student populations.
3. Governmental, community and social services organizations and their functions.
4. Applicable state and federal laws, regulations and guidelines.
5. Accounting and bookkeeping methods and practices.
6. Office administrative practices and procedures including filing and the operation of standard office equipment which includes personal and on-line computers and appropriate application software.

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Skills and Ability to:

1. Learn, apply and explain relevant laws, regulations, policies and procedures.
2. Handle sensitive matters with diplomacy and tact.
3. Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules.
4. Exercise sound judgment within established guidelines.
5. Prepare clear, concise and complete reports and other written materials.
6. Monitor and help prepare a program budget.
7. Type at a rate of speed necessary for effective job performance.
8. Apply language skills to read and interpret documents such as operating and maintenance instructions, procedure manuals and governmental regulations; write routine reports and correspondence; and speak effectively before groups of students or employees of the college.
9. Apply mathematical skills to add, subtract, multiply and divide using whole numbers, common fractions, and decimals; convert from one unit of measure to another; compute rate, ratio and percent.
10. Utilize reasoning to resolve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, -diagram- or schedule form.
11. Effectively communicate and interact with persons of diverse backgrounds and abilities.
12. Establish and maintain cooperative working relationships with those contacted during the course of work.

Required Qualifications:

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Desired Qualifications:

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$31.32 - \$38.18 Hourly Salary (Range 75: Classified Salary Schedule Fiscal Year 2024-2025). Starting placement is generally at Step 1.

Benefits:

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13%



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Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

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

Contact

Staff

San Jose/Evergreen Community College District

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