

**Student Services Technician
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=243695>

Downloaded On: Sep. 1, 2024 2:19am

Posted Aug. 26, 2024, set to expire Sep. 15, 2024

Job Title	Student Services Technician
Department	Counseling
Institution	San Diego Community College District San Diego, California
Date Posted	Aug. 26, 2024
Application Deadline	09/15/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
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Job Description	

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Student Services Technician

San Diego Community College District

Closing Date: 9/15/2024

Position Number: 011736

Location: San Diego Mesa College

Position Type:



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Classified

The Position:

Posting Details (Default Section)

Closing Date: 09/15/2024 Open Until Filled No Classification Title Student Services Technician Working Title Student Services Technician Recruitment Limits Location San Diego Mesa College Pay Information Range 23 (\$5,448.21- \$6,814.00) per month based on the 2024 Classified salary schedule. New employees will begin on Step F (\$5,448.21). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 011736 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 23 Department Counseling The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and work together to create successful pathways for all of our students.

As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state-of-the-art facilities, and a world-class faculty and staff. For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to the number of students transferred and graduating with an Associate Degree.

We are adding new staff, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. Candidates who believe that they can demonstrate a commitment to equity and excellence by creating the conditions that matter for our students to succeed are encouraged to apply.

Applications are currently being accepted for Student Services Technician in the Counseling Department, located at San Diego Mesa College. Hours are Monday - Thursday 7:30am - 5:00pm; Friday 7:30am - 11:30am. Selected candidate must be willing to adjust work days/hours based on the department's needs.

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Major Responsibilities:

- Assist and support General Counseling and special programs.
- Provide technical assistance to students regarding standards of academic progress and follow-up services.
- Assist students with pre-registration services, enrollment planning, and education planning as prescribed by the Counseling Department.
- Assist the coordination of Student Success Programs and Student Equity and Achievement components including orientation and follow-up.
- Provide technical support to counseling faculty, instructional faculty, and administrators with workshops, presentations, classroom visits, and preparation for meetings.
- Review unofficial transcripts and other college documents utilized in accordance with policies and procedures related to prerequisites and course enrollment.
- Assist students as they enter and progress toward completion of their education goals by interpreting policies, procedures, regulations, guidelines, and program requirements as stated in the college catalog.
- Provide students with assistance concerning enrollment priorities, admissions requirements, and elements of the pathways to support student success.
- Assist with preparation of materials to be shared with students during information sessions to explain requirements and pathways.
- Compile data and prepare reports.

Please note that an employee may be transferred to any site at the option of the Chancellor.
Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications **Knowledge:**

- Academic policies and procedures
- Rules, regulations, policies and procedures of the counseling, admissions, and records office
- Admissions, enrollment, and transfer requirements
- Modern office practices, procedures and equipment, including microcomputer and mainframe computer terminal
- Technical aspects of field of specialty

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- District operations, organization, policies, and objectives.
- Applicable sections of State Education Codes and other laws
- English usage, grammar, spelling, punctuation, and vocabulary for both orally and in writing

Skills and Abilities:

- Interpret and explain rules, regulations, procedures, policies and catalogs regarding student admission, transcript evaluation, prerequisite requirements and special regulations
- Perform difficult and technical records evaluation duties
- Analyze situations accurately and adopt an effective course of action
- Operate a microcomputer and a mainframe computer terminal
- Meet schedules and timelines
- Plan and organize work
- Maintain confidential and complex files and records
- Perform math calculations quickly and accurately
- Train and furnish work direction to others
- Work independently with little direction
- Establish and maintain effective working relationships with others
- Compile data and prepare statistical reports
- Assist program coordinators with planning and improvement of procedure
- Initiate actions and apply necessary department resources to accomplish tasks

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and four years of increasingly responsible experience in a college or District-level admissions and records office involving interpretation and application of rules and regulations.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not

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be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND
4. Three (3) professional references listed in the application.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form; AND,**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

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If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01694

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

- Academic policies and procedures
- Rules, regulations, policies and procedures of the counseling, admissions, and records office
- Admissions, enrollment, and transfer requirements
- Modern office practices, procedures and equipment, including microcomputer and mainframe computer terminal
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Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

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Contact Information

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

Contact

Counseling

San Diego Community College District

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