

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

Direct Link: <https://www.AcademicKeys.com/r?job=244609>

Downloaded On: Sep. 13, 2024 6:22pm

Posted Sep. 10, 2024, set to expire Jul. 1, 2025

<b>Job Title</b>	Student Services Technician
<b>Department</b>	Veteran Affairs Office
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Sep. 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Student Affairs
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5619989">https://apptrkr.com/5619989</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Student Services Technician**

**San Diego Community College District**

**Closing Date:**

**Position Number:** 007248

**Location:** San Diego City College

**Position Type:**



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Classified

**The Position:**

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Student Services Technician

Location: San Diego City 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: 007248

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 23

Department: Veteran Affairs Office

**The Position**

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Applications are currently being accepted for Student Services Technician in the Veterans Office located at San Diego City College. Hours are **Monday-Thursday 9:30AM-6:00PM & Fridays 8:00AM-4:30PM**. Selected candidate must be willing to adjust work days/hours based on the department's needs.

*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**

#### **Desired Qualifications:**

#### **Knowledge:**

- Academic policies and procedures.
- Admissions, enrollment, and transfer requirements.
- Applicable sections of California Education Code, VA Education Benefits, and other laws.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software. Oral and written communications skills.
- Record-keeping techniques.
- Rules, regulations, policies, and procedures of the admissions/records and veterans office.
- Technical aspects of field of specialty.

#### **Skills and Abilities:**

- Technical aspects in the field of VA Educational Benefits
- Detailed oriented
- Ability to analyze situations accurately and adopt an effective course of action.
- Assist program directors with planning and improvement of procedures.
- Communicate effectively both orally and in writing.
- Compile data and prepare reports.

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- Coordinate work of assigned personnel.
- Establish and maintain effective working relationships with others.
- Initiate actions and apply necessary department resources to accomplish tasks.
- Interpret and explain rules, regulations, procedures, policies, and catalogs regarding student admission, transcript evaluation, prerequisite requirements, and special regulations.
- Maintain confidential and complex records and files.
- Meet schedules and timelines.
- Operate a computers and business-related software, including word processing, spreadsheets, and databases.
- Perform difficult and technical records evaluation duties.
- Perform math calculations quickly and accurately.
- Type/keyboard at 40 words per minute.
- Work confidentially with discretion. Work independently with little direction.
- Work with minimal supervision.

### 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 record 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 on-line 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 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. One to two (1-2) references listed within the online application. Please provide the name

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and contact information of one (1) professional reference, within the application, who can provide information regarding your ability to successfully perform the duties of this position.

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

**Tentative Timeline (Subject to Amendments)**

To be considered for first round interview please submit an application by October 17th.

**Tentative Dates**

Screening: October 21st- Oct. 25th

First Level Interview: Nov. 18

Second Level Interview: Dec. 9th

**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); Including Foreign Degree Evaluation, if applicable.
- 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,

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- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

**EMPLOYMENT AFTER RETIREMENT**

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.

**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: CL01706

**Major Responsibilities:**

**Qualifications:**

**Desired Qualifications:**

**Knowledge:**

- Academic policies and procedures.
- Admissions, enrollment, and transfer requirements.
- Applicable sections of California Education Code, VA Education Benefits, and other laws.
- District organization, operations, policies, and objectives.
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**Licenses:**

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

*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 and staff.*

### **Contact Information**

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

#### **Contact**

Veteran Affairs Office  
San Diego Community College District

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