

Senior TRIO STEM Facilitator (Temporary, Professional
Expert Assignment)
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245474>

Downloaded On: Sep. 26, 2024 11:42pm

Posted Sep. 19, 2024, set to expire Nov. 14, 2024

Job Title	Senior TRIO STEM Facilitator (Temporary, Professional Expert Assignment)
Department	STEM Center
Institution	Citrus Community College Glendora, California
Date Posted	Sep. 19, 2024
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/5652091

Apply By Email

Job Description

Senior TRIO STEM Facilitator (Temporary, Professional Expert Assignment)

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Recruitment Start Date 08/27/2024

Open Until Filled Yes

First Consideration Date 09/23/2024

Pay Rate \$32.35 - \$40.88 per hour

FLSA Status Non-Exempt

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Benefits

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At the beginning of each academic year, all professional expert, short-term, substitute, and student employees with an assignment which will exceed 30 days will be provided with five days (40 hours) of paid sick leave. This paid sick leave is available to be used for an illness of the professional expert, short-term, substitute, and student employee or his/her family member and/or for leave due to domestic violence, sexual assault or stalking. A professional expert, short-term, substitute, and student employee shall be entitled to use such sick leave as of the 90th day of employment. The five days (40 hours) of paid sick leave do not accumulate.

General Description/Summary

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Under the supervision of the Director of Grants, the Senior TRIO STEM Cohort Facilitator is responsible for scheduling tutors, developing workshops and cultural events, maintaining participant data, preparing the Annual Progress Report (APR), and managing a caseload of participants by providing mentoring, advising on course selection, and ensuring students utilize available services.

Minimum Qualifications/Education and Experience

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- Possession of a bachelor's degree (or higher) in any field of study.
- Two years of experience in mentoring, coaching, or advising adults
- Knowledge and understanding of issues and barriers facing the student population
- Strong interpersonal skills
- Strong communication and active listening skills
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

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Preferred Qualifications

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- Degree in field related to STEM and/or one year tutoring experience.
- Bilingual English/Spanish (preferred)

Essential Duties and Responsibilities

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The Senior TRIO STEM Cohort Facilitator is responsible for scheduling tutors, developing workshops and cultural events, maintaining participant data, preparing the Annual Progress Report (APR), and managing a caseload of participants by providing mentoring, advising on course selection, and ensuring students utilize available services.

Knowledge, Skills and Abilities

Knowledge, Skills, and Abilities

- Experience providing direct services to adults in an educational environment
- Experience working with small and large groups
- Experience working with a variety of learning styles
- Experience developing or adapting non-academic instructional materials

Physical Abilities N/A

Department STEM Center

Months per Year 12-month, Full-Time Temporary, Fixed term assignment

Work Days per Week 8:00 a.m. - 5:00 p.m. Monday through Friday

Work Schedule per Day May not exceed 40 hours per week in all assignments combined.

Work Shift

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Days

Bargaining Unit Unrepresented

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

About Transcripts

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- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Additional Information

Please note, although transcripts are not the only way to qualify for this position, if you claim to possess an associate degree, or higher (or you have completed at least 60 college-level semester units) and possess the required number of years of experience(refer to job description for details), please scan and upload your transcripts, and show on your application that you possess the required

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number of years of experience. If the degree is earned, be sure the award/conferred date is evident on the transcript. If you do not possess an associate degree (or higher), or if you have not completed at least sixty (60) college-level semester units, please show on your application you possess the required number of years of experience. Failure to submit the transcripts or indicate the required number of years of experience on your application will result in the screening out of your application packet.

Selection Process

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

Quick Link <https://employment.citruscollege.edu/postings/1107>

Contact Information

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

Contact



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