

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

Direct Link: <https://www.AcademicKeys.com/r?job=245885>

Downloaded On: Sep. 27, 2024 1:13am

Posted Sep. 26, 2024, set to expire Oct. 28, 2024

Job Title	Student Services Assistant
Department	CalWORKs
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 26, 2024
Application Deadline	10/28/2024
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 Assistant

San Diego Community College District

Closing Date: 10/28/2024

Position Number: 00120538

Location: San Diego City College

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 10/28/2024 Open Until Filled No Classification Title Student Services Assistant Working Title Recruitment Limits Location San Diego City College Pay Information Range 16 (\$5,451.00-\$5,641.78) per month based on the 2024 Classified salary schedule. New employees will begin on Step K (\$5,451.00). 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: 00120538 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 16 Department CalWORKs The Position Applications are currently being accepted for Student Services Assistant in the CalWORKs Department, located at San Diego City College. Hours are Monday through Friday 8:00 a.m. - 5:00 p.m. 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 **Program Overview:**The California Work Opportunity and Responsibility to Kids (CalWORKs) program is a vital state welfare initiative that offers comprehensive support to low-income families with children. The program provides cash aid, employment services, and essential resources to help participants achieve self-sufficiency through work, education, and job training. CalWORKs assists parents in overcoming barriers to employment by offering services such as childcare, transportation, and mental health support. Participants engage in approved work activities, including job searching, vocational training, and education, while receiving financial assistance to support their family's basic needs.

Position Overview:The CalWORKs department at the San Diego City College is seeking a dedicated

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and organized Student Services Assistant to join our team. In this crucial role, you will support our students by ensuring they receive the comprehensive services they need to succeed. You will be an integral part of a dynamic team focused on helping students achieve their educational and career goals.

Key Responsibilities:

1. Case Management:

- Provide dynamic case management for a large and diverse student population.
- Collaborate closely with counselors to ensure timely updates, follow-ups, and adjustments based on each student's evolving needs.

2. Enrollment Processes:

- Streamline and standardize enrollment processes to efficiently handle the increased volume of students.
- Ensure a smooth and welcoming experience for new applicants, particularly those facing housing barriers.

3. Data Management and Reporting:

- Support the development and maintenance of efficient data management systems.
- Track student progress, evaluate program effectiveness, and meet reporting requirements for funding and accountability.

Qualifications:

- Experience in student services, case management, or a related field.
- Strong organizational skills and attention to detail.
- Ability to work collaboratively in a fast-paced environment.
- Excellent communication skills, particularly with diverse student populations.
- Familiarity with data management and reporting processes.

Why Join Us? At the San Diego College of City College, we are committed to fostering a supportive

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and inclusive environment where every student has the opportunity to thrive. As a Student Services Assistant in our CalWORKs program, you will play a key role in empowering students to overcome challenges and achieve their goals. Join us and make a meaningful impact in the lives of our students and their families. 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 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. Cover Letter
3. Resume; AND,
4. Three (3) references included within the online application.
5. Unofficial Transcript(s) (Optional).
6. Foreign Degree Evaluation (If applicable).

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.



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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

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: Please note that an employee may be transferred to any site at the option of the Chancellor.

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 CL01712

Major Responsibilities:

Qualifications:

Desired Qualifications:

Program Overview:The California Work Opportunity and Responsibility to Kids (CalWORKs) program

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Licenses:

Pay Information:

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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.



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Contact Information

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

Contact

CalWORKs

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