

Program Assistant (SHORT-TERM, TEMPORARY)  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246611>

Downloaded On: Oct. 19, 2024 1:21pm

Posted Oct. 7, 2024, set to expire Jan. 26, 2025

|                             |  |
|-----------------------------|--|
| <b>Job Title</b>            | Program Assistant (SHORT-TERM, TEMPORARY)                              |
| <b>Department</b>           |  |
| <b>Institution</b>          | West Valley-Mission Community College District<br>Saratoga, California |
| <b>Date Posted</b>          | Oct. 7, 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/5700393">https://apptrkr.com/5700393</a>  |

**Apply By Email**

**Job Description**

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**Program Assistant (SHORT-TERM, TEMPORARY)**

**Closing Date:**

**Definition:**

SHORT-TERM, TEMPORARY STAFF POOL

This recruitment is being conducted to fill temporary assignments for the upcoming semester that can begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for

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review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

**POSITION DEFINITION**

To perform routine and specialized administrative support duties related to a specific program; to serve as the initial point of contact for program information; and to provide administrative support to the program director.

**Assignment:**

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

**Salary and Benefits:**

\$33.45 (hourly)

Due to the temporary nature of this position, benefits are not included.

**Desired Qualification:**

Not Applicable

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**Knowledge and Abilities:**

**Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

- Perform a wide variety of routine administrative support work including filing, billing, checking, tracking, recording information on records, and processing class roster, enrollment, purchasing, payroll, and training information.
- Sort and file documents and records, maintaining alphabetical index and cross-reference files.
- May serve as initial source of information and assistance to students and program participants; answer the telephone and assist students, district staff, and the public, giving information on program policies and procedures.
- Develop and maintain spreadsheets, databases, and other automated systems; compile, verify and format information and data from a variety of sources for statistical and financial reports.
- Schedule meetings, classes, and appointments as assigned.
- Make referrals to services and programs available through other district departments/divisions and outside agencies.
- Compose routine correspondence independently; prepare a variety of contracts.
- Act as program liaison to vendors and outside organizations.
- Maintain ledger of expenses and revenues; calculate, collect, and process fees, charges, and donations; verify and process purchase orders and invoices.
- Assist with program outreach and marketing efforts by preparing and disseminating informational brochures, flyers, and other materials; may participate in outreach events such as college fairs.
- May set up classrooms or meeting rooms and prepare various materials to be used by presenters.
- May assist students with technology-related issues including basic operational issues and/or use of specialized software.
- May assist with program specific duties such as test proctoring and accommodation assistance and recordkeeping.
- Perform related duties as assigned.

**Working Conditions:**



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**Other Duties:**

**Physical Demands:**

**Application Information:**

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including:
  - A completed online West Valley-Mission Community College District application; and
  - Resume
- All sections of the online application, including Education and Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Selection Process:**

SELECTION PROCESS INFORMATION:

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be

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- refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
  - The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
  - Offers of employment are contingent upon the successful clearance from a criminal background check, freedom from tuberculosis, and proof of identity and eligibility to work in the United States prior to the first day of work.

**EEO STATEMENT:** West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**COVID-19 Vaccine Requirement**

West Valley-Mission Community College District is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities it serves. As such, the Board of Trustees has adopted policies requiring COVID-19 vaccinations for all employees and students of the district. Accordingly, new employees must comply with the vaccine mandate prior to hire. See vaccine mandate information at (<https://www.wvm.edu/covid-19/Pages/District-Vaccination-Policy.aspx>).

**Special Instructions to the Applicant:**

**Posting Number:** FY21/22-016POOL

**Open Date:** 03/11/2022

**Close Date:**

**Open Until Filled:** Yes

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)



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Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

### Contact Information

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

### Contact

N/A

West Valley-Mission Community College District

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