

Instructional Assistant / Learning Resources  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247321>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Oct. 18, 2024, set to expire Oct. 30, 2024

<b>Job Title</b>	Instructional Assistant / Learning Resources
<b>Department</b>	DSPS
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Oct. 18, 2024
<b>Application Deadline</b>	10/30/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5731097">https://apptrkr.com/5731097</a>

**Apply By Email**

**Job Description**

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**Instructional Assistant / Learning Resources**

**San Diego Community College District**

**Closing Date:** 10/30/2024

**Position Number:** 00120328

**Location:** San Diego Mesa College

**Position Type:**

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Classified

### **The Position:**

Posting Details (Default Section)

Closing Date: 10/30/2024 Open Until Filled No Classification Title Instructional Assistant / Learning Resources Working Title Instructional Assistant / Learning Resources, DSPS Recruitment Limits Location San Diego Mesa College Pay Information Range 18 (\$5,338.39-\$5,918.77) per month based on the 2024 Classified salary schedule. New employees will begin on Step I (\$5,338.39). 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: 00120328 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 18 Department DSPS 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 Instructional Assistant / Learning Resources, DSPS, in the DSPS department, located at San Diego Mesa College. Hours are Monday through Friday 9:00 AM to 6:00 PM. Selected candidate must be willing to adjust work days/hours based on the department's

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needs.

Under the direction of the DSPS Counselor Coordinator and Dean of Student Success and Equity, the Instructional Assistant must be able to use independent judgment and work autonomously in monitoring, tracking and accessing authorized testing accommodations. Use innovative practices to advance department initiatives, as well as the College's Student Success and Equity efforts; compile and analyze data and prepare reports; interpret college procedures and academic policies and assist students in the program enrollment and to successfully reach their educational goals.

### **Major Responsibilities:**

- Monitor test administration, tracking student hours, access to authorized accommodations, and test integrity.
- Communicate effectively, both orally and in writing with instructional.
- The ability to work directly with instructional faculty to provide testing accommodations.
- Communicate effectively with instructional faculty.
- Operate and maintain computers and other equipment for exam administration.
- Maintain accurate records.
- Provide training/direction to student aids/hourly employees.
- Operate autonomously to manage the testing accommodations area.
- Provided direction and training and serve as lead over other classified within the testing area.
- Other duties as assigned.

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:**

- The successful applicant will have at least two years of experience in a student services setting working directly with students.
- High School diploma required; Bachelor's degree preferred.

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### Knowledge of:

- Academic policies and procedures.
- College rules, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Oral and written communications skills.
- Applicable sections of State Education Codes and other laws.

### Skills and Abilities to:

- Communicate effectively both orally and in writing, including conducting presentations.
- Effectively use technology within a college setting.
- Work effectively and collaboratively with students, staff and faculty.
- Coordinate work of assigned personnel.
- Interpret and explain rules, regulations, procedures, and policies regarding student support services.
- Analyze situations accurately and adopt an effective course of action.
- Update files and records.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain confidential and complex files and records.
- Work independently with little direction.
- Compile data and prepare reports.
- Lift and/or transport objects of 35lbs.

**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 consistency, fairness, and alignment with

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our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume; AND,
3. Three (3) professional references within the online application.

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: **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

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Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01717

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**Desired Qualifications:**

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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

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