

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

Direct Link: <https://www.AcademicKeys.com/r?job=247600>

Downloaded On: Oct. 28, 2024 8:26am

Posted Oct. 25, 2024, set to expire Nov. 3, 2024

Job Title	Student Services Technician
Department	Outreach
Institution	San Diego Community College District San Diego, California
Date Posted	Oct. 25, 2024
Application Deadline	11/03/2024
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 Technician

San Diego Community College District

Closing Date: 11/3/2024

Position Number: 00120277

Location: San Diego Mesa College

Position Type:



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Classified

The Position:

Posting Details (Default Section)

Closing Date: 11/03/2024 Open Until Filled No Classification Title Student Services Technician Working Title Student Services Technician Recruitment Limits Location San Diego Mesa 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: 00120277 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 23 Department Outreach 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 Student Services Technician in the Outreach department, located at San Diego Mesa College. Hours are M-Th 8am-6pm & Fri 8am-1pm (Subject to change). Selected candidate must be willing to adjust work days/hours based on the department's needs.

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Under the direction of the Outreach Coordinator, use independent judgment assisting with current programs and coordinating new efforts that advance department initiatives and meet departmental goals and objectives 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 successful completion and adherence to said policies and procedures. This position will also provide training and work direction to student staff as needed and will work closely with Mesa College students, staff, faculty, outside agencies, and community partners. This position will also create innovative programming for incoming students to the San Diego Promise Program

Major Responsibilities:

- Coordinate and implement programs to help students successfully navigate the pre-enrollment process including, but not limited to, pre-enrollment workshops and high school assessment.
- Assist in the coordination and implementation of programs to advance Outreach department initiatives and meet departmental goals and objectives.
- Train and provide work direction to student staff.
- Connect students to the San Diego Promise Program.
- Create innovative programming for incoming students to the San Diego Promise.
- Work effectively and collaboratively with students, staff, faculty, administrators, outside agencies, and community partners.
- Collaborate with the Office of Student Affairs to promote Mesa Foundation Scholarships and assist with the logistics of the application and review process.
- Compile data and prepare reports.

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 The successful applicant will have at least two years of experience in a student services setting working directly with students, at least one year of experience working in an outreach program, and the ability to:

- Communicate effectively both orally and in writing.
- Interpret and apply academic policies and procedures within a higher education setting.

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- Plan and coordinate student-centered programs and programming.
- Establish and maintain successful working relationships with students, staff, faculty, administrators, outside agencies, and community partners.
- Work independently with little direction.
- Use technology in the delivery of student services

Knowledge of:

- Academic policies and procedures.
- College rules, regulations, policies and procedures.
- Admissions, enrollment, and transfer requirements.
- Modern office practices, procedures and equipment.
- Oral and written communications skills.
- District organization, operations, policies and objectives.
- Applicable sections of State Education Codes and other laws.

Skills and Abilities to:

- Review and interpret transcripts and test results.
- Communicate effectively both orally and in writing, including conducting presentations.
- Effectively use technology within a college setting.
- Work effectively and collaboratively with students, staff, faculty, administrators, outside agencies, and community partners.
- Interpret and explain rules, regulations, procedures, policies and catalogs regarding student admission, transcript evaluation, prerequisite requirements and special regulations.
- Plan and coordinate student-centered programs and programming.
- Analyze situations accurately and adopt an effective course of action.
- Update files and records on-line.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain confidential and complex files and records.
- Train and provide work direction to others.
- Work independently with little direction.
- Compile data and prepare reports.
- Assist program directors with planning and improvement of procedure.

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- Initiate actions and apply necessary department resources to accomplish tasks.
- 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 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 consistency, fairness, and alignment with 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. Letter of interest emphasizing qualifications for this position;
3. Resume; AND,
4. Three (3) professional references within the online application.
5. Unofficial Transcripts (Optional).
6. Foreign Degree Evaluation (Required, if applicable).

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);

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- 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 Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01719

Major Responsibilities:

Qualifications:

Desired Qualifications:

The successful applicant will have at least two years of experience in a student services setting working directly with students, at least one year of experience working in an outreach program, and the ability to:

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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

Outreach
San Diego Community College District

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