Program Support Technician
San Diego Community College District

Direct Link: https://www.AcademicKeys.com/r?job=248513
Downloaded On: Nov. 24, 2024 12:03am
Posted Nov. 8, 2024, set to expire Dec. 9, 2024

Job Title	Program Support Technician
Department	Student Services
Institution	San Diego Community College District
	San Diego, California
Date Posted	Nov. 8, 2024
Application Deadline	12/09/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5786156
Apply By Email	

Job Description

Image not found or type unknown

Program Support Technician

San Diego Community College District

Closing Date: 12/9/2024

Position Number: 011723

Location: Continuing Education

Position Type:

Classified

The Position:
Posting Details (Default Section)

Closing Date: 12/09/2024 Open Until Filled No Classification Title Program Support Technician Working Title Recruitment Limits Location Continuing Education 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: 011723 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 23 Department Student Services The Position Applications are currently being accepted for Program Support Technician in the Basic Needs Student Affairs Department, located at the Educational Cultural Complex. Hours are M-F, 8 a.m. - 5 p.m. Occasional evenings and/or weekends. Selected candidate must be willing to adjust work days/hours based on the department's needs.

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support

Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:
Mission Statement: **https://sdcce.edu/about/mission-statement**
You Belong: **https://sdcce.edu/organization/you-belong**
President's Office: **https://sdcce.edu/organization/president**
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

- Demonstrated experience with student support programs;
- Demonstrated experience serving underrepresented student populations; AND,
- Experience with monitoring and assisting with budgetary expenditures for program operations.

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. Cover letter;
3. Resume; AND,
4. Professional references to be included in 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 Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01726

Program Support Technician
San Diego Community College District

Major Responsibilities:

Qualifications:

Desired Qualifications:

- Demonstrated experience with student support programs;
- Demonstrated experience serving underrepresented student populations; AND,
- Experience with monitoring and assisting with budgetary expenditures for program operations.

Licenses:

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.

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

Program Support Technician
San Diego Community College District

Contact

Student Services

San Diego Community College District

,