

PT Cosmetology Assistant Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248664>

Downloaded On: Nov. 21, 2024 1:34pm

Posted Nov. 12, 2024, set to expire Dec. 13, 2024

Job Title	PT Cosmetology Assistant
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Nov. 12, 2024
Application Deadline	12/13/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Vocational/Technical
Apply Online Here	https://apptrkr.com/5793569
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Job Description	

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PT Cosmetology Assistant

Salary: \$20.76 - \$24.75 Hourly

Job Type: Part Time

Job Number: PT Cosmetology Assistant-24

Closing: 12/13/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: PT Cosmetology Assistant-24

Division: Technology

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on December 13, 2024 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Cosmetology (COS) department is one of six key departments within our technology division, dedicated to empowering students in the fields of cosmetology and esthetics. Our experienced instructors deliver a comprehensive curriculum that spans from foundational knowledge to advanced preparation for the state board exam.

We pride ourselves on a hands-on learning environment, offering both lecture and lab components to ensure students gain practical skills alongside theoretical understanding. Our on-campus salon serves as a vibrant training ground where students can practice their craft while providing services to the community.

Classes are conveniently scheduled Monday through Saturday, allowing flexibility for all learners. Our department is actively supported by a network of industry partners, enriching our program with real-world insights and opportunities.

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The COS department is deeply committed to fostering student success and is continuously striving for improvement. We seek individuals who share this dedication and are passionate about making a positive impact on our students' educational journeys. Join us in shaping the future of cosmetology and esthetics!

Summary

Performs reception, cashier, appointment scheduling, and guest services for customers. Schedules appointments, provides assistance to instructors and staff. Assists with dispensary needs. Receives and accounts for monies taken in for cosmetology services and products.

Distinguishing Career Features

The Cosmetology Assistant represents a position that can be clerical and/or retail customer service in nature.

Job Duties

Essential Duties and Responsibilities

- Greets customers and directs to the assigned station. Makes appointments over the telephone or in person. Confers with instructors to set up available times.
- Contacts customers prior to appointments to verify schedule. Re-arranges appointments to fit student and instructor schedules.
- Processes payments for services and products, accepting cash, check, credit card, or electronic funds transfer. Ensures control of monies received at all times.
- Prepares deposits, balancing monies received for service and product sales, and prepares necessary source documentation. Forwards deposits to financial services.
- Assists with dispensing of products to students and instructors. Keeps accurate record of receipt and return of supplies.
- Enters inventory for resale into record, adjusting for additions and sales.
- Maintains files of, and distributes handouts, worksheets, timesheets and other materials to students.
- Logs student and instructor hours for course and licensing credit. Maintains records of student cumulative hours.
- Provides general clerical assistance as needed in the daily operations of the salon. Opens and distributes mail and prepares routine correspondence. Answers the telephone and responds to questions, referring difficult inquiries to others.
- Assists instructors to interpret and enforce school policies. Trains and may oversee student workers assigned to reception.

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- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Minimum Qualifications

The position requires a high school diploma, or the equivalent, and one year of experience in a cashier and scheduling capacity, preferably in a salon environment.

Preferred Qualifications

- Graduation from a Cosmetology program.
- Cosmetology or Esthetician license.

Supplemental Information

Knowledge and Skills

The position requires basic knowledge of the operations, services, and routines associated with a cosmetology salon and beauty supplies. Requires working knowledge of cashiering procedures. Requires knowledge of and skill at using a personal computer with desktop productivity software, multi-line telephone, and a variety of common office equipment. Requires sufficient math skills to compute totals and balance cash receipts. Requires sufficient knowledge of English language to give directions and prepare routine correspondence. Requires sufficient human relations skills to exercise sensitivity when dealing with customers and describing products and services.

Abilities

Requires the ability to schedule appointments, perform cashiering and customer service, and perform basic financial record keeping for balancing sales with cash receipts. Requires the ability to respond to customer requests. Requires the ability to maintain accurate attendance files. Requires the ability to work cooperatively and productively with others.

Physical Abilities

Incumbent must be able to function in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and

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forward flexing, for intermittent periods of time to retrieve supplies and products. Requires near visual acuity to write, read written materials and computer screens, and observe customers at service windows in need of assistance. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and pointing device. Requires the ability to reach to access files, supplies and office equipment.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where some safety considerations exist from exposure to chemicals and fumes.

Salary/Fringe Benefits

Grade 11 on District Classified Employee Salary Schedule at 47.5% (\$20.76 - \$24.75 /hr).

This position will NOT include the Health and Welfare benefits package.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a part-time (19 hours a week), 12-calendar month classified position.

Hours of employment are:

- Wednesdays 8am to 11:15am and 11:45am to 2:30pm (6 hrs)
- Thursdays 8am to 11:15am and 11:45am to 3pm (6.5 hrs)
- Fridays 8am to 11:15am and 11:45am to 3pm (6.5 hrs)

Initial placement of employees on Confidential Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

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Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage

****Please note - the District does not provide for immigration sponsorships such as H1B Visas**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter

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2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma

Optional Documents

1. Cosmetology License

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4718477/pt-cosmetology-assistant>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
Cerritos College

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