

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

Job Title	FT Program Assistant (Categorically Funded)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Jan. 27, 2025
Application Deadline	02/20/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5952347

Apply By Email

Job Description

Image not found or type unknown



FT Program Assistant (Categorically Funded)

Salary: \$61,144.92 - \$73,434.72 Annually

Job Type: Full Time

Job Number: Program Assistant -T-Center 25

Closing: 2/20/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Program Assistant -T-Center 25

Division: Counseling

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

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 **February 20, 2025 at 11:59 PM (or when 100 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 Transfer Center is part of the Counseling Division at Cerritos College. It has 3 full time faculty members, 3 part time faculty members, two classified staff members and 4 short-term hourly employees. It provides information on the transfer process and requirements to Cerritos students through campus tours, workshops, Transfer Academy, Transfer Fair, Transfer Conference and one on one appointments with counselors. This position will be integral in providing administrative support such as data tracking, student record keeping, budget reports etc. and organizing events.

Summary

Performs highly skilled administrative duties in support of one or more categorical and/or stand-alone programs that contain elements such as outreach, registration for courses, and targeted services to student and community groups. Participates in the work of the program director or facilitator and provides support for specific elements and day-to-day routines.

Distinguishing Career Features

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

The Program Assistant is a paraprofessional position that supports specially funded standalone programs such as those authorized by federal and state agencies, local groups, and industry partnerships. This position requires a demonstrated ability to implement and support various components of one or more programs, including, but not limited to facilitating, outreach and promotion of services, registration for non-credit courses and services, record keeping of funds, and preparation of specialized reports.

Job Duties

Essential Duties and Responsibilities

Incumbents assigned to this classification are capable of performing all functions listed below, but may focus on one or more areas depending on the program.

- Performs outreach and recruitment to targeted students, groups, schools, and community centers. Prepares written program communications that include class descriptions and brochures.
- Prepares and delivers presentations and orientation of students in support of a program and to enhance students' knowledge of processes such as registration, matriculation, and vocational training.
- Contacts students and groups to initiate communications on the College's behalf to facilitate awareness of programs and services, ultimately about curriculum, majors, and certificates.
- Monitors courses offered by one or more programs where applicable. Verifies enrollment, corresponds with students for payment of fees, reviews course completions, and designs, prepares, and issues certificates that authenticate student progress and completion.
- Monitors and maintains records of attendance and inputs positive attendance.
- Performs outreach and recruitment to targeted students and groups. Prepares written program communications that include class descriptions and brochures.
- Provides support to the admissions and registration process. Prepares qualifying student rosters for use by counselors, admissions, and financial aid. May participate in student registration.
- Establishes and maintains contact with schools, community and social services organizations, businesses and other agencies that are sources of students and/or referrals for specially targeted programs.
- Prepares program materials such as brochures, flyers, booklets, and announcements using desktop publishing and incorporating text with graphics and photographic images.
- Attends internal and external meetings as assigned to represent the program, sometimes in place of the department head. Compiles meeting recollections and may facilitate the meetings.
- Maintains budget records and files. Prepares and inputs accounting forms such as purchase orders, warehouse requests, budget and staffing requests. Receives and processes accounts payable, receives periodic printouts of financial activity and prepares summary reports. Assists in

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

the budget development process by gathering and compiling required information.

- Receives walk-in guests and telephone inquiries from a variety of individuals. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Coordinates and schedules meetings as directed. Prepares schedules and informs participants, confirming dates and times. Makes travel arrangements as directed.
- Performs in-service training for customers. For example, assists students and career network customers who are developing job search skills. In that regard, designs and implements workshops for topics ranging from job search skills, resume writing, positive work behaviors, and job retention, to problem-solving.
- May maintain budget records and files. Prepares and inputs accounting forms such as purchase orders, warehouse requests, budget and staffing requests.
- May receive and process accounts payable, receives periodic printouts of financial activity and prepares summary reports.
- Prepares periodic reports outlining program compliance and financial and statistical performance. Uses spreadsheets and other office productivity software for tables, illustrations, and background information.
- Inputs student and financial information onto relational databases as required. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and reports supporting research and special requests.
- May receive, handle, and store confidential or sensitive information pertaining to the College, its students, or staff. Maintains confidentiality as required.
- May maintain and update web site pages using established formats and standards.
- May schedule, train, and oversee student workers.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires an Associates Degree or equivalent, and 1 year of experience in an administrative or program support capacity.

Preferred Qualifications

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

- Experience with different database programs such as PeopleSoft, EAB etc.
- Experience with processing purchase orders, budget requests and maintaining budget records and files. Experience training and supervising hourly employees.
- Strong verbal skills and written ability.
- Detail oriented.
- Experience organizing large scale events such as college fairs, campus tours, conferences, day-long trainings etc.

Supplemental Information

Knowledge and Skills

Requires a working knowledge of educational programs and related service development concepts including communications to targeted customers, acceptance of applications and registrations, and evaluation of program outcomes. Requires working knowledge of the office practices, procedures and equipment that facilitate customer traffic, acceptance of registrations, communications, and performance reporting. Requires working knowledge of the objectives, policies, and procedures associated with the assigned programs. Requires a working knowledge of those activities associated with financial record keeping, budget, and statistical record keeping. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom data bases. Requires skills in English usage, grammar, spelling, punctuation, proofreading, and editing to prepare professional correspondence and reports. Requires sufficient mathematics skills to add, subtract, divide, multiple, and compute statistics. Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, database, desktop publishing, and spreadsheet applications. Requires sufficient human relations skills to conduct meetings, in-service training, and employ sensitivity to diverse populations.

Abilities

Must be able to learn, interpret, explain and apply knowledge of College and department organization, operations, programs, functions and special department terminology to relieve an administrator or program director of a variety of administrative detail. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with faculty, students, staff, and the public using sensitivity and courtesy, and in a manner that reflects positively on the department and College. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to work cooperatively and productively with others. May require the ability to speak and write in a second language.

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

Physical Abilities

Requires sufficient ambulatory ability to reach light-weight work materials. Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60 w.p.m.); to record proceedings verbatim at a rate of 60 w.p.m., sufficient visual acuity to recognize words letters and numbers. Requires sufficient auditory ability to carry on conversations with individuals and small groups, both in person and on the phone.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 30 on District Classified Salary Schedule (\$5,122.67 - \$8,244.66 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

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 full-time, 12-calendar month categorically funded position. Continued employment is contingent upon funding and the provisions of the CSEA collective bargaining agreement.

Hours of employment are: Monday thru Friday 8:00 am to 4:30 pm

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

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

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. Resume/Curriculum Vitae
2. Cover Letter
3. Copy of Transcripts (Must show all coursework completed and conferral date of the degree)

FT Program Assistant (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252113>

Downloaded On: Jan. 30, 2025 9:31pm

Posted Jan. 27, 2025, set to expire Feb. 20, 2025

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4742565/ft-program-assistant-categorically-funded>

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

,