

Program Assistant, Counseling Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=252408>

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Posted Jan. 30, 2025, set to expire May 24, 2025

Job Title	Program Assistant, Counseling
Department	Student Services
Institution	Copper Mountain College Joshua Tree, California
Date Posted	Jan. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services Administration - Other
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Program Assistant, Counseling

Salary: \$22.47 - \$32.26 Hourly

Job Type: Full-Time

Department: Student Services

Closing:

Location: Joshua Tree, CA

Job Number: 2025-01-24PACOU

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Position Description

Under general supervision perform a variety of office support activities; provide specialized program support services to assist students and academic staff; maintain confidential student records; track and maintain statistical data for federal, state, and District reports; assist program coordinator to ensure a smooth office operation in compliance with standards and procedures; perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Program Assistant provides specialized program support with duties including reception; program intake; qualification review for program entry; assisting students with special needs; assisting coordinator, counselors and other staff; and data entry, tracking and clerical support.

The Program Assistant is typically assigned to a specific program requiring unique skills and ability for providing a service to an at risk student population.

*This is a 40-hours/week, 12-months/year position.

****BE SURE TO UPLOAD THE REQUIRED DOCUMENTS LISTED BELOW OR YOUR APPLICATION MAY NOT BE CONSIDERED****

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Assist in the coordination and operation of a student support service. Provide students with available services, equipment or supplies as outlined by a coordinator, counselor or other appropriate academic personnel.
- Perform a variety of intake services including assessing initial needs and scheduling appointments with appropriate District personnel.
- Greet students, staff and the public in person or by telephone in a pleasant and helpful manner and to disseminate current and up-to-date program information.
- Perform complex secretarial duties for multiple persons requiring typing, editing, or proofreading

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of materials, such as correspondence, brochures, flyers, newsletters and statistical data; distribute information and follow-up as necessary.

- Maintain and update confidential student files ensuring appropriate documentation is on file for students served, showing their eligibility for programs and services.
- Ensure appropriate supplies, equipment and services are provided to students in accordance with program requirements.
- Arrange for and process paperwork for instructional support services, such as tutors, readers, note takers or mentors.
- Maintain and prepare statistical reports in an accurate and timely fashion in compliance with federal and state requirements.
- May tutor students; administer assessments; proctor exams or other educational support as required.
- Use independent judgement and refer when appropriate, following established departmental policy.
- Interact with college departments and outside agencies as assigned; collect fees or assist with or distribute or arrange financial or other support.
- May assist with and participate in orientation and other program events.
- Maintain and track departmental files, such as budget and payroll records.
- May register, accept and process student payment of fees, be accountable for fees collected, issue receipts, and balance cash drawer.
- Use equipment, technology, and materials specific to the program; may explain and demonstrate how to use program equipment, technology, and supplies.
- Order and maintain program supplies.
- Perform related duties as assigned.

Qualifications

Education and Experience: Any combination of education and experience equivalent to one (1) year college coursework, such as Psychology or Sociology, and three (3) years responsible experience in secretarial or clerical support, including public contact and record-keeping duties. Prefer public contact experience serving a diverse client population. Community college experience preferred.

Knowledge of: Public service reception and intake; basic techniques of providing information and service to a program-specific clientele; modern office practices and equipment; computers and software programs; record-keeping and filing techniques; communicate effectively orally and in writing.

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Ability to: Learn program organization, policies and services; learn specialized skills and knowledge required in the program; perform secretarial and clerical work with speed and accuracy; type accurately at 40 wpm; learn to interpret and apply District, state and federal rules, policies and laws; operate a variety of office equipment and to learn to operate program equipment; plan and organize work; meet timelines and schedules; understand and follow oral and written direction; demonstrate sensitivity to at-risk students or students with special needs; basic tutoring techniques.

Supplemental Information

- Vision sufficient to read computer screens and handwritten and printed documents.
- Bending and reaching to obtain or replace files and records.
- Must be able to sit and stand for long periods of time.
- Speech and hearing to communicate in person or by telephone.
- Manual dexterity sufficient to use a variety of office equipment, computer keyboards and manipulate paper.
- Able to lift supplies and materials up to 15 pounds.

Tentative Timeline:

First consideration will be given to candidates who apply by **February 18, 2025**.

Applications will be accepted until the job posting is removed. *Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.*

*All dates are subject to change based on availability

Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).

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3. A cover letter.

EQUAL OPPORTUNITY STATEMENT:

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4802356/program-assistant-counseling>

Contact Information

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

Contact

Student Services
Copper Mountain College

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