

Program Assistant, Educational Partnerships
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252515>

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Posted Jan. 31, 2025, set to expire Feb. 23, 2025

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|-----------------------------|---|
| Job Title | Program Assistant, Educational Partnerships |
| Department | |
| Institution | West Valley-Mission Community College District Santa Clara, California |
| Date Posted | Jan. 31, 2025 |
| Application Deadline | 02/23/2025 |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://apptrkr.com/5970228 |

Apply By Email

Job Description

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Program Assistant, Educational Partnerships

Closing Date: 02/23/2025

Definition:

The Department of Educational Partnerships at Mission College is seeking a talented individual to fill the position of Program Assistant.

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-paced and innovative environment. Recognized as both a Hispanic Serving Institution and an Asian



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American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

The Program Assistant will support program operations by managing administrative tasks such as enrollment tracking, maintaining records, and preparing reports. They will serve as the initial point of contact, providing essential guidance to students, staff, and partners about program policies. The assistant will coordinate meetings, workshops, and outreach activities, contributing to the smooth functioning of dual enrollment, concurrent enrollment, and articulated course programs.

Acting as a liaison, the Program Assistant will facilitate communication between Mission College and its educational partners, including high schools, adult schools, and correctional facilities. They will support registration processes, troubleshoot technology issues, and ensure accurate financial and enrollment record-keeping. Through their efforts, the Program Assistant will foster a collaborative and inclusive environment, enhancing student transitions and promoting successful partnerships that align with Mission Colleges educational goals.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of May 2025. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: Mission College, Santa Clara, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$6,412.75-\$6,980.67 monthly (WVMCEA Salary Schedule, Range 57, Steps A-C).

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Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Equivalent to the completion of the twelfth grade
- Experience: Two years of responsible general clerical experience

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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Desired Qualification:

The ideal candidate will also demonstrate the following desired qualification(s):

- Proficiency in handling various administrative tasks such as record-keeping, data entry, and report preparation using software like spreadsheets and databases.
- Excellent verbal and written communication skills to serve as the initial point of contact and liaise effectively between students, staff, and external educational partners.
- Ability to prioritize tasks, manage schedules, and coordinate meetings, workshops, and events to ensure smooth program operations.
- Familiarity with modern office equipment and software, as well as the ability to troubleshoot basic technology issues students might face.
- Demonstrated ability to build positive working relationships and work collaboratively in a diverse environment, showing tact, diplomacy, and a commitment to customer service.

Knowledge and Abilities:

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office practices and procedures, including recordkeeping and filing techniques.
- Basic mathematics.
- Pertinent federal, state, and district laws, rules and regulations.
- Computer equipment and software applications related to assignment.

Ability to:

- Work independently and prioritize workload.
- Set up and troubleshoot relevant equipment and software programs.
- Respond effectively to questions regarding the program and present information in person or over the telephone.
- Perform a variety of administrative support duties for a specific community college program or programs.
- Intermittently, review documents related to program operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain program policies and

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- procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist to reach office equipment; write and use a keyboard to communicate through written means; use telephone; run errands; and lift or carry weight of 10 pounds or less.
 - Perform arithmetical calculations with speed and accuracy.
 - Maintain accurate records and files.
 - Create, prepare, and maintain databases and spreadsheets relative to program operations.
 - Use sound judgment in recognizing scope of authority.
 - Operate and use modern office equipment including computers and applicable software.
 - Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
 - Utilize appropriate safety procedures and practices for assigned duties.
 - Communicate effectively orally and in writing.
 - Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
 - Establish and maintain effective, cooperative, and collaborative working relationships with others.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Perform a wide variety of routine administrative support work including filing, billing, checking, tracking, recording information on records, and processing class roster, enrollment, purchasing, payroll, and training information.
- Sort and file documents and records, maintaining alphabetical index and cross-reference files.
- May serve as initial source of information and assistance to students and program participants; answer the telephone and assist students, district staff, and the public, giving information on program policies and procedures.
- Develop and maintain spreadsheets, databases, and other automated systems; compile, verify and format information and data from a variety of sources for statistical and financial reports.
- Schedule meetings, classes, and appointments as assigned.
- Make referrals to services and programs available through other district departments/divisions and outside agencies.
- Compose routine correspondence independently; prepare a variety of contracts.

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- Act as program liaison to vendors and outside organizations.
- Maintain ledger of expenses and revenues; calculate, collect, and process fees, charges, and donations; verify and process purchase orders and invoices.
- Assist with program outreach and marketing efforts by preparing and disseminating informational brochures, flyers, and other materials; may participate in outreach events such as college fairs.
- May set up classrooms or meeting rooms and prepare various materials to be used by presenters.
- May assist students with technology-related issues including basic operational issues and/or use of specialized software.
- May assist with program specific duties such as test proctoring and accommodation assistance and recordkeeping.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5)

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Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.

- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- Encrypted, secured, or password-protected attachments cannot be uploaded.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

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Phone: (408) 741-2174 Fax: (408) 741-2564

Email: jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

EEO STATEMENT:



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West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-252FT

Open Date: 01/30/2025

Close Date: 02/23/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

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