

Student Services Support (Career Services/LARC - Short  
Term Hourly)  
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=253801>

Downloaded On: Mar. 4, 2025 8:16am

Posted Feb. 27, 2025, set to expire Mar. 14, 2025

<b>Job Title</b>	Student Services Support (Career Services/LARC - Short Term Hourly)
<b>Department</b>	Student Services Support-25
<b>Institution</b>	Cerritos College Norwalk, California
<b>Date Posted</b>	Feb. 27, 2025
<b>Application Deadline</b>	03/14/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Student Affairs
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**Apply By Email**

**Job Description**

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**Student Services Support (Career Services/LARC - Short Term Hourly)**

**Salary:** \$22.00 Hourly

**Job Type:** Short Term Temporary (Hourly)

**Job Number:** Student Services Support-25

**Closing:** 3/14/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Student Services Support-25

**Division:** Career and Transfer Services



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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 March 14, 2025 at 11:59 PM.**

### **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. Enrollment currently averages 20,000 students. Visit Cerritos College online at [www.cerritos.edu](http://www.cerritos.edu).

### **Department Profile**

Career Services is part of the Counseling Division at Cerritos College. It has 3 full time faculty members, 2 part-time faculty members, 3 classified professionals, and 5-6 short-term hourly employees. It supports students in making meaningful career decisions. We do this by providing resources, programs, and services that empower students to engage in intentional major and career exploration, cultivate a sense of purpose, develop career readiness skills, and take strategic action to achieve career success in diverse, global communities. This position is integral to providing support for student employment.

### **Summary**

Under the general supervision of the Director of Career and Transfer Services, a successful candidate will perform routine clerical duties and related work as required.

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**Job Duties**

**Example of Duties and Responsibilities:**

1. Create and build employer relations by reaching out via email or telephone.
2. Support job search workshops; Support Career Services Staff with employment events such as: employer panels, job fairs, work readiness workshops etc.
3. Assist with implementation of internship placement by Learning and Career Pathways
4. Gather computer lab student sign-in sheets to collect, organize, and track data to be reviewed and analyzed by Career Services staff for monthly and annual reports.
5. Outreach to employers for event participation, internship opportunities, job opportunities, and work-based learning for students related to their program of study.
6. In-reach to faculty and other campus programs/departments to promote events and services.
7. Explain Career Services programs, services, resources, and procedures to students, employers, staff, and community members.
8. Navigate the college's website to access information and answer questions from students and visitors about the college.
9. Create and post flyers and other promotional materials around campus and social media.
10. Other related duties as assigned.

**Physical Demands:**

- Requires the ability to function predominately indoors performing work of a moderately active nature.
- Requires sufficient ambulatory ability to stand, lift, and place medium weight items (under 40 pounds) onto shelves on a sustained basis.
- Requires sufficient hand-eye coordination to use a computer keyboard at an acceptable rate.
- Requires sufficient visual acuity to recognize people, numbers, and words.
- Requires auditory ability to carry on conversations in person

**Minimum Qualifications**

**Required Skills/Abilities:**

- Customer service skills, communication and organizational skills.
- Must be available to work a minimum of two eight-hour shifts.



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- Computer knowledge -Microsoft Office (Word, Excel, PowerPoint); social media (Facebook, Instagram, TikTok, etc.)
- Flexible, dependable and reliable. Able to multi-task and take initiative.
- Ethical, professional. Positive attitude.

### **Supplemental Information**

#### **Conditions of Employment:**

This is a Student Services Support (Grade 4) Short-Term Hourly position. Hours of employment will be between 16-24 hours a week.

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.

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.

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

#### **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.

#### **Required Documents:**

1. Cover Letter



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2. Resume

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4809998/student-services-support-career-services-larc-short-term-hourly>

*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**

Student Services Support-25  
Cerritos College

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