

TEMPORARY Program Assistant - Career Technical (Part-Time)

State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255359>

Downloaded On: Apr. 18, 2025 3:28am

Posted Apr. 3, 2025, set to expire Apr. 30, 2025

Job Title	TEMPORARY Program Assistant - Career Technical (Part-Time)
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Apr. 3, 2025
Application Deadline	04/30/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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TEMPORARY Program Assistant - Career Technical (Part-Time)

Salary: \$26.84 - \$33.01 Hourly

Location: SCCC District Office - Fresno, CA

Job Type: Temporary

Division: DO Educational Services & Institutional Effectiveness

Job Number: 202500030-T

Closing: 4/30/2025 11:59 PM Pacific

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General Purpose

Under general supervision, performs routine to complex administrative support in an assigned occupational, technical or career program or public safety academy; assists students and the public with admissions and specialized program information; performs complex scheduling; assists with processing reimbursements to the college for work performed; schedules appointments; oversees complex data entry, tracking and reporting processes; coordinates event logistics; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Answers new and current student questions regarding program requirements including clarification of enrollment requirements, course sequencing and department processes/procedures; responds to questions and complaints over the phone or at a public counter; resolves escalated questions and concerns from students, faculty, staff, vendors and the public regarding assigned programs and services.
2. Assists students with understanding and completing matriculation requirements, applications and/or forms; assists students with program application and enrollment, attending orientation and workshops, registration and researching and accessing course, transfer and career materials; screens student needs for counseling or refers to other campus or community resources.
3. Answers student questions regarding program eligibility, policies, procedures, programs and services; verifies student eligibility and updates and maintains program eligibility lists and wait lists; tracks program participation for funding or reimbursement purposes; sends correspondence and reports to students; responds to questions and complaints over the phone or at a public counter.
4. Maintains a variety of standard and complex office and specialized records and files; creates and maintains spreadsheets and databases to track student cohorts and rotations, activities and services; assembles and distributes course materials for participants.
5. Extracts data and reports from multiple data sources and reconciles data entries and reports including those of other employees and departments; tracks and maintains federal, state and District-required data and prepares for submission or reporting.
6. Accepts and processes payments for services, applications or courses; creates, submits and tracks requisitions and payments; calculates budget usage and fund percentages; tracks multiple funding sources; may participate in grant administration functions including collecting basic program data and generating performance reports.

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7. Assists with staff and faculty hiring processes including submitting requisitions and scheduling and preparing hiring paperwork; creates, processes and tracks Instructional Service Agreements; assists with full and part-time staff and faculty payroll including time logs, calculating sick leave and ensuring conformance to work hour restrictions; ensures accurate usage of funding codes and calculates departmental/program billing.
8. Drafts, formats, types, proofreads, edits and prints correspondence, forms, reports, schedules, rosters, statistical and technical documents including reports, manuals and other documents and materials ranging from routine to complex; creates forms, charts, tables and spreadsheets involving difficult coding, data extraction and manipulation; reviews documents for clerical accuracy, completeness and compliance with College and department requirements; prepares standardized contracts and rental agreements for signature and approval; routes documents for signature.
9. As assigned, provides day-to-day lead work guidance and direction to student aides and/or student interns; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
10. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

When Assigned to the Police or Fire Academy

1. Proctors POST Entry-level Law Enforcement Test Battery (PELLETB) and other exams; may assist investigators in coordinating paperwork and interviews for background checks and firearms clearance; tracks physical agility testing and results; registers eligible candidates for courses.
2. Performs complex and confidential records management.

When Assigned to Health Services

1. Maintains and assists new users on the operations of third party databases and medical records often of a confidential and sensitive nature; provides medical data needed for subpoenas and insurance purposes.

OTHER DUTIES

1. Provides backup for other department or division office administrative support staff.
2. May provide basic first aid and be required to call emergency responders.

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3. Interacts with other departments and with state and federal programs on behalf of the department/ program or a student.
4. Maintains and purchases program and office inventory and orders program equipment and supplies.
5. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Program/center services, goals, objectives, policies, procedures and practices.
2. Principles, practices, concepts and techniques used in customer service.
3. District student recordkeeping practices and procedures for processing student information and interpreting input and output data; records management processes and procedures.
4. Policies and procedures of a cohort college admissions and registration process.
5. District general accounting systems operations, practices and procedures.
6. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. District policies, procedures and rules regarding cash management, budgeting, purchasing, travel/training and expense reporting and grant budget and expenditure procedures applicable to assigned responsibilities.
8. The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
9. Applicable sections of the California Education Code and other applicable laws.
10. HIPAA regulations as they pertain to client information and medical records (health programs only).
11. Safety policies and safe work practices applicable to the assignment.
12. Basic principles and practices of employee work guidance and direction.
13. Uses and operations of scanners, phone systems, computers, standard business software and database and spreadsheet applications.

Skills and Abilities to:

1. Oversee the daily administrative operations of a program.
2. Communicate information accurately and effectively to students, the public and to external agencies; comprehend requests for information or assistance; maintain a courteous and tactful manner when

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under pressure or in an antagonistic situation.

3. Administer application tests and requirements.
4. Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
5. Track and report statistical information utilizing complex spreadsheets and databases.
6. Perform mathematical calculations; collect accurate payments; assist in monitoring a program or department budget.
7. Understand, interpret, explain and apply applicable laws, codes and regulations.
8. Maintain confidentiality of District and student files and records.
9. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Operate a computer and use standard business software.
13. Type accurately at a speed necessary to meet the requirements of the position.
14. Represent the District effectively to public safety agencies, hospitals, students, customers and the public.
15. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and at least three years of progressively responsible clerical support experience in a high-volume customer service or student interaction environment or experience in programs involving training delivery; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

When assigned to Health Services programs,

- A valid CPR certification is required within three months of hire or appointment.

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When Assigned to the Police Academy

- Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record, credit history, no use of intoxicants and/or other controlled substances is required.
- Must meet Peace Officer Standards and Training (POST) requirements for online test proctor within three months of appointment. Additional POST certification may be required as needed.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime. Occasional evening or weekend hours are required on an as needed basis.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4892086/temporary-program-assistant-career-technical-part-time>

Contact Information

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

Contact

N/A

State Center Community College District

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