

Specialized Support I (Success Center - Short Term
Hourly)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=255739>

Downloaded On: Apr. 19, 2025 8:40am

Posted Apr. 15, 2025, set to expire Jun. 30, 2025

Job Title	Specialized Support I (Success Center - Short Term Hourly)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Specialized Support I (Success Center - Short Term Hourly)

Salary: \$30.27 Hourly

Job Type: Short Term Temporary (Hourly)

Job Number: Specialized Support I-25

Closing:

Location: Norwalk, CA

Department: Specialized Support I-25

Division: Academic Success

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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

Open until filled.

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.

Summary

The Specialized Support staff will assist Success Center staff to manage positive attendance data and assessments within the Success Center. The role requires technical expertise, attention to detail, and proficiency in data management. The ideal candidate will support the implementation and maintenance of Accudemia, ensure data accuracy, and collaborate with key stakeholders to improve reporting and assessment processes.

Job Duties

Duties and Responsibilities:

- Learn and become proficient in Accudemia
- Set up new semesters in Accudemia
- Oversee the collection and data entry of manual sign-in sheets
- Identify and correct errors in sign-in data
- Generate, analyze, and distribute attendance reports to administrators, faculty, and staff
- Train staff to use Accudemia and assist in the rollout of additional features
- Assist Success Center Staff with data accuracy, MIS reporting, and assessment tools

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Minimum Qualifications

- Experience in technical/software support
- Strong proficiency in Microsoft Excel
- Ability to learn and adapt to new software quickly
- High attention to detail and ability to identify and fix data errors
- Strong time management and multitasking skills
- Excellent verbal and written communication skills

Preferred Qualifications:

- Advanced proficiency in Excel for data analysis and reporting
- Experience with SQL
- Experience with Python
- Experience with Tableau

Supplemental Information

Reporting & Collaboration:

The Specialized Support staff will work closely with Success Center staff to ensure accurate data collection, evaluation, and reporting. The role contributes to continuous improvement in tracking and assessment, with a focus on maintaining data integrity and usability across the institution.

Salary & Hours:

Part-Time 10-20 hours per week at \$30.27/hr.

Application Procedures:

Application materials must be submitted by the closing date. Applicants who need special services or

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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
2. Resume

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4904170/specialized-support-i-success-center-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

Staff
Cerritos College

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