Program Assistant-Basic Needs and Mental Health
Copper Mountain College

Job Title	Program Assistant-Basic Needs and Mental Health
Department	
Institution	Copper Mountain College
	Joshua Tree, California
Date Posted	Apr. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services
Apply Online Here	https://apptrkr.com/6179559
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Job Description	

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Program Assistant-Basic Needs and Mental Health

Salary: $3,909.78 - $5,910.78 Monthly
Job Type: Full-Time
Department: Student Services
Closing:
Location: Joshua Tree, CA
Job Number: 2025-04-25PABN

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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.

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About This Position:

The Basic Needs and Mental Health Program Assistant plays a vital role in creating a welcoming, inclusive, and supportive environment for all students. This position assists in operational support to ensure the smooth day-to-day functioning of the Basic Needs Center and mental health services. The resources and services for mental health and basic needs services include, but are not limited to, support for food security, housing security, transportation support, child care support, health and wellness services, technology support, and support with educational supplies and materials. The ideal candidate is organized, compassionate, equity-minded, and committed to removing barriers to student success through access to mental health support and basic needs resources.

This is a 12 month, 40-hour per week position.

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 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.

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- 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.

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

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- 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.

To apply, please visit https://www.schooljobs.com/careers/cmccd/jobs/4915541/program-assistant-basic-needs-and-mental-health

Contact Information

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

Contact

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