

Completion Specialist
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264277>

Downloaded On: Oct. 23, 2025 6:45am

Posted Oct. 22, 2025, set to expire Nov. 15, 2025

Job Title Completion Specialist
Department Enrollment Services
Institution Citrus Community College
Glendora, California

Date Posted Oct. 22, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6661217>

Apply By Email

Job Description

Completion Specialist

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Recruitment Start Date 10/21/2025

Recruitment End Date 11/20/2025

Open Until Filled

First Consideration Date

Salary Range 33

Pay Rate \$4,989.09 - \$6,685.84 per month / \$28.78 - \$38.57 an hour

FLSA Status Non-Exempt

Benefits

Health & Wellness

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- [Fully-paid Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually; up to 22 Vacation Days annually, based on years of service
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Close proximity to the Metro rail system

Financial & Retirement Benefits

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Essential Duties and Responsibilities

- Performs a variety of specialized duties to support student recruitment, completion and retention.
- Assists students with enrollment and registration.
- Provides information to assigned students regarding application procedures and college registration, facilities, services, and the instructional program. Provides information on district policies and procedures.
- Maintains electronic records for student contacts ensuring privacy of confidential student information.
- Assists in providing guidance, support and assistance to students concerning class schedules, career goals, instructors, and academic progress. Assists students in resolving problems and in communicating effectively with others.
- Assists with preparing informational materials including newsletter articles.
- Prepares and distributes statistics on assigned students and sends to appropriate personnel for assessment.
- Refers assigned students to various district resources, community employment and social service organizations.

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- Assists assigned students in navigating college support services and with connecting with Student Life and Leadership Development Program activities.
- Communicate with student services personnel, faculty and student body groups to exchange information and coordinate activities.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

Knowledge and Skills

- Requires knowledge and understanding of Student Equity Plan objectives.
- Requires understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
- Requires well-developed human relations skills to convey success strategies to students and to coordinate with faculty, coaches, and liaisons.
- Requires well-developed skills with knowledge of applicable word-processing, spreadsheet, and record keeping database applications sufficient to generate reports.

Abilities

- Requires the ability to independently perform all duties with efficiency and effectiveness.
- Requires the ability to analyze student performance and develop unique plans of action.
- Requires the ability to impart technical and detailed information through one-on-one or group presentations.
- Requires the ability to perform data entry and database management duties or other general record keeping and file maintenance duties.
- Requires the ability to communicate both formally and informally with a wide range of contacts.
- Requires the ability to perform assignments on varying work schedules.

Physical Abilities

- Performs work of a sedentary nature.
- Requires sufficient ambulatory ability to move to various work locations.
- Requires manual hand-eye-arm coordination to use a personal computer.
- Requires the ability to retrieve, lift, push, pull, and carry lightweight materials on an occasional basis.
- Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type presentations.
- Requires near visual acuity to read printed materials.

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Working Condition

- Work is performed indoors where minimal safety considerations exist.

Department Enrollment Services

Job Category Classified

Assignment Full-Time

Percentage of Time 100%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day M-F 8:00 am - 5:00 pm

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button

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Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's

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choice. The candidate will be informed of the topic when an interview appointment is scheduled.

- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1422>

Contact Information

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

Contact

Enrollment Services
Citrus Community College

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