ESL Program Assistant (Temporary & Hourly)
San Jose/Evergreen Community College District

Job Title	ESL Program Assistant (Temporary & Hourly)
Department	ESL
Institution	San Jose/Evergreen Community College District
	San Jose, California
Date Posted	Aug. 23, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/4518749
Apply By Email	

Job Description

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ESL Program Assistant (Temporary & Hourly)

Location: San Jose City College
Department: ESL Lab
Hourly Pay rate: $24.30

Work Week for the Fall 2023— Monday thru Fridayfrom 9:00 AM -3:30 PM with a 30 min lunch from 12:00-12:30 PM. September 2023 to December 20, 2023

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POSITION PURPOSE:

Under the direction of an assigned administrator, performs a wide variety of program-related clerical, operational, and service activities related to programs serving a targeted population, where the identification of students and/or eligibility for program and the verification of continued eligibility are necessary. General supervision is provided by supervisory or management personnel. Functional direction may be provided by academic personnel.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist in developing, monitoring, coordinating, and improving a specialized college, grant or categorically funded program providing supportive services.
2. Provide liaison support for students with faculty, staff, and mentors relative to program functions, goals and objectives.
3. Provide information and assistance to students and potential students regarding program requirements and services. Assist with the intake process.
4. Make recommendations on the eligibility or continued participation of students in the program, using prescribed regulations or requirements, as necessary.
5. Assist students with various college and outside agency procedures such as registration, completion of forms and documents, and identification of mentors.
6. Provide students with specific program resources such as mentors, interpreters, and tutors. Coordinate services with and refer students to other college staff, programs and to community mentors or support agencies.
7. Maintain program accounts and perform regular bookkeeping activities pertaining to the financial reporting and documenting of assigned program. Assist in developing and monitoring the program budget and expenditures.
9. Collect, compile, and assemble statistical data on program activities and participation from a variety of sources for completion of forms, the preparation of various files, and activity statistics. Identify and resolve discrepancies.
10. Prepare and maintain students' confidential records and files; compose and type correspondence, memoranda and statistical materials; assist in preparing reports and budgetary estimates; answer phones.
11. Assist in the development and dissemination of relevant program publicity.
12. Maintain a master calendar for program staff and make appropriate travel and meeting arrangements.
13. May oversee the work of student workers and program tutors.

14. Assist in the recruiting and orientation of mentors.
15. Perform other related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

1. Basic functions and programs of a community college or similar educational setting.
2. The needs and sensitivities of special and disadvantaged student populations.
3. Governmental, community and social services organizations and their functions.
4. Applicable state and federal laws, regulations and guidelines.
5. Accounting and bookkeeping methods and practices.
6. Office administrative practices and procedures including filing and the operation of standard office equipment which includes personal and on-line computers and appropriate application software

Skills and Ability to:

1. Learn, apply and explain relevant laws, regulations, policies and procedures.
2. Handle sensitive matters with diplomacy and tact.
3. Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules.
4. Exercise sound judgment within established guidelines.
5. Prepare clear, concise and complete reports and other written materials.
6. Monitor and help prepare a program budget.
7. Type at a rate of speed necessary for effective job performance.
8. Apply language skills to read and interpret documents such as operating and maintenance instructions, procedure manuals and governmental regulations; write routine reports and correspondence; and speak effectively before groups of students or employees of the college.
9. Apply mathematical skills to add, subtract, multiply and divide using whole numbers, common fractions, and decimals; convert from one unit of measure to another; compute rate, ratio and percent.
10. Utilize reasoning to resolve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, -diagram- or schedule form.
11. Effectively communicate and interact with persons of diverse backgrounds and abilities.
12. Establish and maintain cooperative working relationships with those contacted during the course of work

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Experience and Education:

1. Associate's degree or equivalent from a two-year college or technical school.
2. Six months to one year related experience and/or training.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Seeing to read a variety of materials

Interested applicants are to submit a resume & a letter of interest to Celia.Cruz-Johnson@sjcc.edu. Please contact Celia Cruz-Johnson if you have any questions. This positionis available beginning September 24th through December 20, 2023 with possibility of extension.

Contact Information

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

Contact

ESL
San Jose/Evergreen Community College District
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