



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUSS – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317
FAX NO. (530) 938-5380
www.siskiyous.edu/jobs

CLASSIFIED VACANCY
PERMANENT/FULL-TIME

POSITION: **STUDENT SERVICES SPECIALIST, ADMISSIONS & RECORDS**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: FEBRUARY 20, 2017

SALARY: **\$3,251 - \$3,769 per month**
\$39,011 - \$45,224 per year

JOB NUMBER: **2016-17-22**

****PENDING BOARD APPROVAL****

The Position

Under general supervision of the Director of Admissions & Records, performs a variety of technical duties in support of assigned student services program area including admissions, International Student Admissions, Residency determination, Oregon Exchange enrollment verification and state wide reporting. Provides students, staff, and others with specialized information, training, and assistance related to area of assignment; and performs other general program support and clerical assistance duties in support of assigned program area.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Performs a full range of technical, program support, and clerical duties in support of assigned student services program area; relieves manager(s) of administrative details including researching and resolving problems related to area of assignment.
- Participates in planning, organizing, and coordinating assigned program activities and student services; assists in the development and implementation of revised/new procedures including those to ensure efficient day-to-day operations of assigned area.
- Serves as point of contact with students, prospective students, staff, and the general public regarding departmental services; provides technical information and assistance regarding area of assignment; explains program applications, policies, procedures, requirements, and restrictions; develops promotional and informational materials for distribution on and off campus; maintains assigned resource material and library.
- Verifies and reviews materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, files, and reports; collects and processes appropriate information.
- Compiles and tabulates statistical data; compiles information from various sources and prepares appropriate forms, schedules, and reports; lists, abstracts, or summarizes data; inputs and reviews data and prepares special and periodic reports related to an assigned project and/or program area including state and federally mandated reports; verifies accuracy, completeness, and compliance to rules, procedures, regulations, policies, and other mandates.
- Establishes and maintains records including student records; maintains complex, interrelated filing systems that may include confidential files; collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.
- Utilizes various computer applications and software package such as CCC Apply and Banner; maintains and generates reports from a database or network system; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments.
- Coordinates communication and activities with other District departments and personnel, educational institutions, governmental and private agencies, and the public.
- Performs a full range of clerical and administrative duties in support of program operations; assembles files and duplicates materials; composes and prepares office correspondence, materials, reports, forms, brochures, presentations, handbooks, manuals, and consumer information; answers phones, refer callers, and take messages; maintains and orders supplies.
- Maintains current knowledge and learns new state and federal laws, rules, and regulations pertaining to area of

assignment; reviews updated or new technical instructions or references; attends seminars, conferences, workshops, and other training sessions; assists in providing training and direction to others regarding changes and new regulations including creating and disseminating new instructions.

- Provides assistance to and backs up co-workers and other staff within the assigned area as necessary.
- Trains and provides work direction to assigned student workers and temporary help as assigned.
- As applicable, determines program eligibility and prepares needs analysis; reviews and processes applications for students; registers students for programs; monitors progress of students.
- May perform a variety of general clerical accounting duties related to various financial processes.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Associate of Arts
2. And Two years of increasingly responsible clerical and program support experience preferably in a student services area of an educational institution involving frequent student contact.

KNOWLEDGE OF:

- Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to residency for educational purposes and SEVIS requirements for International Students.
- Technical aspects of field of specialty.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Basic research methods and techniques.
- Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Referral agencies, services, and departments on and off campus may be required for some assignments.
- Screening and interviewing techniques may be required for some assignments.
- Clerical accounting and bookkeeping principles may be required for some assignments.
- Supervisory techniques.

ABILITY TO:

- Understand the organization and operation of the assigned office and/or program area as necessary to assume assigned responsibilities.
- Understand, apply, and ensure compliance with administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Perform a range of technical, program support, administrative, and clerical duties involving the use of independent judgment and personal initiative.
- Coordinate and conduct workshops, seminars, special event, class presentations, orientations, and tours.
- Provide specialized assistance, training, and information to students, faculty, administrators, staff, and the public concerning assigned program area, functions, and resources.
- Orient students, staff, and public to resources and services related to area of assignment.
- Research, compile, analyze, and interpret data.
- Independently compose and prepare routine correspondence and memoranda.
- Prepare a variety of clear and concise administrative and financial records.
- Implement and maintain filing systems.
- Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.
- Respond to requests and inquiries from students, staff, or the public; effectively present technical information in person or on the telephone to students, staff, or the public.
- Screen, interview, and assess needs of students and clients.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.
- Type or enter data at a speed necessary for successful job performance.

- Train and provide work direction to others.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work effectively with minimal supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

ASSIGNMENT AND SALARY

The starting salary for this 40-hour per week, 12-month per year position is \$3,251 per month. This is a 6 step classification with a salary range of \$3,251 to \$3,769 per month.

BENEFITS

The District offers an outstanding benefits package including medical, dental and vision coverage to employees and qualified dependents. A brief description of current benefit offerings is as follows:

- **Medical/Prescription:** Employees may select from six medical plan offerings to best meet the needs of their family. All medical plans are Blue Shield PPO Plans. Prescription coverage is provided by CVS/Caremark. The medical plan options range from a 90/10 plan with \$100 deductible, to a high \$1,250 deductible with 80% coinsurance after the deductible is met.
- **Dental:** Dental coverage provided through Delta Dental with up to a \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- **Vision:** Vision coverage is provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limits.
- **District/Employee Contributions:** There is a four tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.

In addition, the District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

PHYSICAL ABILITIES:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Light to moderate stress level.

ENVIRONMENTAL CONDITIONS:

Indoor work environment – normal temperature.

Occasional exposure to outdoor weather extremes.

CONTACTS:

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES:

Valid California driver's license and insurance.

APPLICATION PROCEDURE:

To be considered for this position candidates must submit all required documents prior to 1:00 p.m. on February 20, 2017. Postmarks are not accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

REQUIRED DOCUMENTS:

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

**Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu**

SCREENING PROCESS

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.