

Senior Student Services Assistant
San Diego Community College District

Direct Link: <http://www.AcademicKeys.com/r?job=104580>

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Job Title	Senior Student Services Assistant
Department	Student Services
Institution	San Diego Community College District San Diego, California
Date Posted	Mar. 13, 2018
Application Deadline	3/15/2018
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description

Senior Student Services Assistant

San Diego Community College District

Closing Date: 3/15/2018

Position Number: 00120184

Location: San Diego Mesa College

Position Type:

The Position:



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From San Diego Mesa College President Pamela Luster:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity and inclusion among its faculty, staff, and students. As the Leading College of Equity & Excellence, we take responsibility for equitable outcomes and successful pathways for all of our students.

As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state of the art facilities, and a world class faculty and staff. For 54 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to being the #1 California Community College to graduate students with an Associate Degree for Transfer. We embrace the mission of community colleges, and are committed to empowering our students to maximize their potential, leading to healthy and thriving communities.

We are adding new staff, faculty and administrators who, alongside our stellar colleagues, will lead us into the future. If this opportunity sounds like the right fit for you, I encourage you to file an application for employment.

Under the direction of the Student Support Services Officer (SSSO), the Senior Student Services Assistant supports the Peer Navigator, CRUISE programs, and the AVANZA Engagement Center. This includes direct program and center support and creating a positive student environment. Use innovative practices to advance department initiatives, as well as the College's Student Success and Equity efforts; provide administrative support; support project management; manage day-to-day financial activity for program expenses; plan and coordinate events. This position will also provide training and work direction to student staff as needed and will work closely with Mesa College students, staff, faculty, outside agencies, and community partners.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Major Responsibilities:

- * Assist with the planning, organization, supervision and evaluation of Peer Navigator, CRUISE programs and AVANZA Engagement Center.
- * Work independently to provide information, assistance, and troubleshoot problems.
- * Provide day-to-day support to the SSSO, faculty, staff and hourly employees.

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- * Act as liaison between the CRUISE program and AVANZA on campus, the District and others.
- * Help formulate and communicate the SSSO's plans and instruction to faculty, staff and hourly employees responsible for implementing projects and initiatives, following-up at various milestones to ensure the projects stay on track.
- * Maintain schedule and process requests for AVANZA workshop room usage and Engagement Center events.
- * Keep accurate and organized inventory and financial records for the CRUISE, AVANZA programs and center.
- * Produce reports regarding AVNZA center usage.

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge of:

Academic policies and procedures
College rules, regulations, policies and procedures
Admissions, enrollment, and transfer requirements
Modern office practices, procedures and equipment
Oral and written communications skills
District organization, operations, policies and objectives
Applicable sections of State Education Codes and other laws

Skills and Abilities to:

Experience in role supporting/running major event/activity
Work with people of great diversity in socioeconomic, cultural, and ethnic background
Perform duties with the focus of student success and equity
Basic accounting, financial, and statistical record-keeping practice
District organization, operations, policies, and objectives
Firm grasp of English usage, grammar, spelling, punctuation, and vocabulary
Modern office practices, procedures, and equipment, including computer hardware and software



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Excellent oral and written communications skills
Effectively use record-keeping techniques
Understand rules, regulations, policies, and procedures of assigned program
Refer to student/management information systems
Establish and maintain effective working relationships with others
Establish and meet schedules and time lines
Interact effectively with students and staff
Interpret and explain rules, regulations, policies, and procedures regarding assigned student services area

The successful applicant will have at least two years of experience in a student services setting working directly with students.

High School diploma required; Bachelors degree preferred

Licenses:

Pay Information:

Range 19 (\$3,265.04 \$5,211.73) per month based on the current AFT Classified Unit Office Technical Salary Schedule

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the AFT-Guild, Local 1931 Classified Staff Collective Bargaining Agreement. This position is FLSA Non-Exempt and may accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: [\[url=http://apptrkr.com/1185221\]](http://apptrkr.com/1185221)<https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.



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Contact Information

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

Contact

Student Services
San Diego Community College District

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