

**Personal and Professional Learning Program Coordinator  
College of the Canyons**

Direct Link: <https://www.AcademicKeys.com/r?job=128609>

Downloaded On: Jan. 22, 2020 4:10pm

Posted Sep. 6, 2019, expired Jan. 18, 2020

<b>Job Title</b>	Personal and Professional Learning Program Coordinator
<b>Department</b>	Continuing education
<b>Institution</b>	College of the Canyons Santa Clarita, California
<b>Date Posted</b>	Sep. 6, 2019
<b>Application Deadline</b>	Oct. 3, 2019
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Administrative Support/Services Educational Services
<b>Apply Online Here</b>	<a href="http://50.73.55.13/counter.php?id=168539">http://50.73.55.13/counter.php?id=168539</a>

**Apply By Email**

**Job Description**

The Santa Clarita Community College District/College of the Canyons is seeking a part-time Personal and Professional Learning Program Coordinator I (72.5%) in the School of Personal and Professional Learning on the Valencia Campus. The ideal candidate will share our college's commitment to educating the more than 32,000 racially and socioeconomically diverse students we enroll each year. Currently, our student body is approximately 45.4 percent Latinx/Hispanic, 32.2 percent White, 6.3 percent Asian, 5.5 percent African-American, 4.5 percent Pacific Islander, 2 percent multi-ethnic, and less than 1 percent Native American. The college was designated a Hispanic Serving Institution in 2015, reflecting our focus on enhancing the educational attainment and economic well-being of the community we proudly serve. As one of 20 community colleges in the state selected for the California Guided Pathways Project, we are focused on enhancing equity and implementing policies and practices that help all students achieve successful academic outcomes.



## Personal and Professional Learning Program Coordinator College of the Canyons

Direct Link: <https://www.AcademicKeys.com/r?job=128609>

Downloaded On: Jan. 22, 2020 4:10pm

Posted Sep. 6, 2019, expired Jan. 18, 2020

Personal and Professional  
Learning Program Coordinator

A Part-Time Classified Represented Position

CLA19-327

Review Date: October 3, 2019

### Position Description:

Under the direction of the Dean of Personal and Professional Learning, coordinates a wide variety of specialized functions and technical duties related to office and site support for the College's continuing education programs. Provides program coordination and other administrative assistance for the School of Personal and Professional Learning. Performs other related duties as assigned.

### Minimum Requirements:

#### Experience:

Equivalent to two (2) years of full-time experience working in settings involving programs or activities to assist the public, or comparable experience in a position which includes specialized clerical duties and interaction with the public.

#### Education:

Education equivalent to Associate's degree (60 verifiable semester units) from an accredited institution is required. Two years direct experience in addition to that identified above may be substituted for each one year (30 semester units) of college.

Please copy and paste below link to browser for further details and complete job announcement:

<http://50.73.55.13/counter.php?id=168539>

Application Process: Application materials must be submitted by the end of the day in the Human Resources Offices on October 3, 2019. Applicants are encouraged to complete their application online. Please visit our website at <https://www.canyons.edu/administration/humanresources/>

If you require assistance, please call the Human Resources Office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 weeks following the review date as to the status of their application.



## Personal and Professional Learning Program Coordinator College of the Canyons

Direct Link: <https://www.AcademicKeys.com/r?job=128609>

Downloaded On: Jan. 22, 2020 4:10pm

Posted Sep. 6, 2019, expired Jan. 18, 2020

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities who need accommodation in order to complete the selection process should contact the Human Resources office directly at (661) 362-3427.

### **EEO/AA Policy**

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

### **Contact Information**

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

### **Contact**