

**Student Services Program Specialist II (AAC)
College of the Canyons**

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Posted Jul. 21, 2021, set to expire Dec. 3, 2021

Job Title	Student Services Program Specialist II (AAC)
Department	Student Services
Institution	College of the Canyons Santa Clarita, California
Date Posted	Jul. 21, 2021
Application Deadline	Aug. 6, 2021
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
Apply Online Here	http://50.73.55.13/counter.php?id=203851

Apply By Email

Job Description

College of the Canyons

Student Services Program Specialist II (AAC)
A Full-Time Classified Represented Position

Review Date: August 6, 2021
CLA21-382

Please copy and paste job link to browser for a complete job description and requirements:
<http://50.73.55.13/counter.php?id=203851>

The Santa Clarita Community College District/College of the Canyons is seeking a full-time Student Services Program Specialist II (AAC) in the Student Services division



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The Santa Clarita Community District is committed to achieving educational equity for all students. As presented in our District Strategic Plan, which focuses on Access, Engagement, and Success, "Equity, inclusion, and diversity are not goals in themselves, but ideologies embedded in all actions and planning across all departments and functions of our college and its two campuses.

College of the Canyons is part of the Santa Clarita Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 32,000 students each academic year. College of the Canyons has a diverse student population that reflects our focus on enhancing the educational attainment and economic well-being of the community we proudly serve.

We seek employees that value mentorship and working in a collegial, collaborative environment, who are conscientious risk takers and transformational leaders guided by a commitment to helping all students achieve their educational goals.

"BIG PICTURE" RESPONSIBILITY:

Reporting to and under the supervision of the Director, Academic Accommodation Center, performs complex and specialized administrative functions as well as technical and operational support duties, many of which are of a privileged and confidential nature relating to the Academic Accommodation Center (AAC), formerly known as Disabled Students Programs & Services (DSPS). Serves as an administrative aid to the Director and as technical support to ensure optimum office performance and service to students. Independently oversees some aspects of the implementation, coordination, and organization of AAC services, programs and responsibilities, relieving the Director of a substantial amount of administrative detail, including financial record keeping. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

Two (2) years of full-time equivalent experience working in community colleges, universities, high schools, community agencies, or similar work involving programs or activities to assist the public.

Education:

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

Application Process:

Application materials must be submitted by the end of the day on August 6, 2021.



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If you require assistance, please call the Human Resources office at (661) 362-3427 or email: hro@canyons.edu

Applicants are encouraged to complete their applications online at:
<https://www.canyons.edu/administration/humanresources/>

EEO/AA Policy

EOE

Contact Information

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

Contact

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