

General Assistant II, Housing-Student Services - Short
Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=242727>

Downloaded On: Aug. 10, 2024 9:15am

Posted Aug. 5, 2024, set to expire Aug. 15, 2024

Job Title	General Assistant II, Housing-Student Services - Short Term
Department	Student Services
Institution	Cabrillo College Aptos, California
Date Posted	Aug. 5, 2024
Application Deadline	08/15/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Student Services Residential Life
Apply Online Here	https://apptrkr.com/5489836

Apply By Email

Job Description

Image not found or type unknown



General Assistant II, Housing-Student Services - Short Term

Cabrillo College

Salary: See Position Description

Job Type:

General Assistant II, Housing-Student Services - Short
Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=242727>

Downloaded On: Aug. 10, 2024 9:15am

Posted Aug. 5, 2024, set to expire Aug. 15, 2024

Temporary, Hourly/Short-Term

Job Number: 2024-01869

Closing: 8/15/2024 11:59 PM Pacific

Location: Aptos, CA

Department: Student Services

Employment Opportunity

Starting Salary Range: \$18.00 to \$19.00 per hour. Short-term, part-time assignment, Monday through Friday (4 days a week, 25-30 hours per week to be determined upon hire). This is a non-benefitted position.

The position supports the **Basic Needs, Retention, and Student Success Office at Cabrillo Colleges Watsonville and Aptos campuses**, and is supervised by the Dean of Student Services Office. The Housing Assistant is compassionate of students experiencing housing and food insecurity, and requires strong interpersonal and communication skills, knowledge about community and campus resources, and has a "Housing First" philosophy.

The ideal candidate will have excellent time management skills and be able to work independently, perform online data collection, case management, report writing, and use Microsoft Office and Google Workplace (Suite).

Examples of Duties

EXAMPLES OF DUTIES

- Meets with students referred through the Just Report It reporting system as housing insecure or homeless.
- Provides Case Management Services to help students navigate on and off-campus resources.
- Conducts the NEST eligibility assessment with students.
- Prepares administrative paperwork for grant assistance if appropriate.
- Deploys a universal outreach campaign for the campus to raise awareness and reduce the stigma around homelessness.
- Performs outreach to, and partners with, instructional faculty and other student service programs to encourage reporting and coordination of services.
- Runs a Basic Needs Support Group that will meet weekly either online, in person, or in a hybrid format.
- Maintains and updates program web and Canvas pages that highlight the services of the Aptos

General Assistant II, Housing-Student Services - Short
Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=242727>

Downloaded On: Aug. 10, 2024 9:15am

Posted Aug. 5, 2024, set to expire Aug. 15, 2024

and Watsonville NESTs.

- Oversees an online student Housing Board, including marketing to landlords.
- Works at both the Aptos and Watsonville campuses as needed, and is a strong presence on both campuses while representing both South and North County students.

Desirable Skill:

- Bilingual in Spanish/English

OTHER DUTIES

- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Maintains and updates divisional web pages, social media, and online calendar(s).
- Assists with the training and oversight of student, work release, and volunteer workers; monitors work for completeness, accuracy, and conformance with District, department, and legal/regulatory requirements and standards.
- Provides backup for other departments or division office administrative support staff.
- Maintains office supply inventory.
- Performs related duties as assigned.

Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from high school, or GED equivalent, **AND** two (2) years of relevant experience **OR**
- An equivalent combination of training and experience.

General Assistant II, Housing-Student Services - Short
Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=242727>

Downloaded On: Aug. 10, 2024 9:15am

Posted Aug. 5, 2024, set to expire Aug. 15, 2024

PLEASE NOTE: Previous experience/college coursework in housing and/or student services is desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment including knowledge of computers, applicable software programs and or equipment associated with the position assignment.
- Department services, program goals, objectives, policies, procedures and practices.
- Customer service practices and telephone etiquette.
- District general accounting systems operations, practices and procedures applicable to assignment.
- District rules, policies and procedures applicable to departmental and division operations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Applicable sections of the California Education Code, Title V and other applicable laws.

Skills and Abilities to:

- Provide customer service in person and over the phone.
- Oversee and participate in the daily operations of a program or department front desk.
- Review written materials for completeness and accuracy.
- Type accurately at a speed necessary to meet the requirements of the position.
- Track and report statistical and financial information utilizing complex spreadsheets and databases.
- Perform mathematical calculations.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain confidentiality of District and student files and records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

General Assistant II, Housing-Student Services - Short
Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=242727>

Downloaded On: Aug. 10, 2024 9:15am

Posted Aug. 5, 2024, set to expire Aug. 15, 2024

Additional Information

Application Process:

1. Complete application & answer all supplemental questions
2. Attach resume

Attention Applicants

Only completed applications will be reviewed. Attachments are optional, however encouraged for this position. Cabrillo is unable to sponsor work visas.

Selection Procedure

Meeting the posted requirements does not guarantee an interview. Hiring managers will contact you directly. Most notifications will be via email, and can also be accessed through your application profile.

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

General Assistant II, Housing-Student Services - Short
Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=242727>

Downloaded On: Aug. 10, 2024 9:15am

Posted Aug. 5, 2024, set to expire Aug. 15, 2024

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4604734/general-assistant-ii-housing-student-services-short-term>

jeid-39d01678ae046940a7cedde259256a7e

Contact Information

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

Contact

Student Services
Cabrillo College

,