

Student Worker (MESA Program) - SC
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245626>

Downloaded On: Dec. 8, 2024 10:58pm

Posted Sep. 23, 2024, set to expire Jan. 28, 2025

Job Title Student Worker (MESA Program) - SC

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Sep. 23, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Student Aide/Worker

Academic Field(s) Administrative Support/Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4667926/student-worker-mesa-program-sc>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

To qualify for this position, students must be enrolled in 12+ units during the Fall and Spring Semesters and 6 units during the summer at Saddleback College.

The MESA Program would like to hire student workers, preferably MESA participants, to fill the following roles:

Office Support:

Under general supervision, the Student Worker would sit at the receptionist desk of the MESA Center; check in and check out MESA students; give tours to potential MESA students; restock supplies; organize, maintain, and clean the MESA Center when needed.

Lead Peer Mentor:

Under general supervision, the MESA Lead Peer Mentor will be responsible for the planning and execution of activities for participating mentors and mentees. Lead Peer Mentors will assist professional staff in the development of mentor meet ups and the program training materials. The MESA Lead Peer Mentor will check-in regularly with MESA mentors regarding communication with assigned MESA mentee. The MESA Lead Peer Mentor will also provide general support to the MESA program and potentially to the SC Mentor Collect as assigned.

Events Support:

Under general supervision, the Student Worker will be responsible for general promotion of MESA events. Responsibilities will include passing out and putting up flyers around campus, and sending reminder emails and texts to MESA participants. If their schedule allows, Student Workers may be asked to staff MESA events and write up a general summary of how the event went.

Group Study Sessions Helper

Under general supervision, the Student Worker will be responsible for creating a calendar of when study groups meet by class or subject matter. The Student Worker will send out reminders to MESA participants of pertinent study groups and ensure that students sign in/out of the MESA center.



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Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS



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Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be



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part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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