

General Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

| | |
|-----------------------------|---|
| Job Title | General Resource Assistant, Nourishment & Essential Supports Team (NEST) Short Term |
| Department | Student Services |
| Institution | Cabrillo College Aptos, California |
| Date Posted | Dec. 23, 2025 |
| Application Deadline | 01/02/2026 |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Student Services Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/6804194 |
| Apply By Email | |

Job Description

Image not found or type unknown



General Resource Assistant, Nourishment & Essential Supports Team (NEST) Short Term

Cabrillo College

Salary: See Position Description

Job Type: Hourly (1%-49%)

Job Number:

General Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

2025-02087

Closing: 1/2/2026 11:59 PM Pacific

Location: Aptos, CA

Department: Student Services

Please apply for this job directly on the Cabrillo College job opportunities page [here](#).

Employment Opportunity

Starting Salary Range: \$17.50 to \$19.50 an hour. This short-term, temporary part-time position (25-30 hours a week over 5 days a week at our Aptos and/or Watsonville campuses as needed, with evenings and weekends as required. This position is available through May 31, 2026, and is scheduled to begin as soon as possible. **This is anon-benefitted position. Cabrillo is unable to sponsor work visas.**

This **General Resource Assistant, Nourishment & Essential Supports Team (NEST) - Short Term** position performs routine to complex administrative or specialized support in requiring the application of Basic Needs and Student Services knowledge for the Nourishment & Essential Supports Team (NEST) department, and performs related duties as assigned. This position supports the Basic Needs, Retention, and Student Success Office at Cabrillo College. This position should have compassion for students experiencing housing, food insecurity, basic needs support, etc. and should be relatable with strong interpersonal and communication skills, as well as be knowledgeable about community and campus resources. This position also requires excellent time management skills and be able to work independently, perform online data collection, case management, report writing, and use Microsoft Office and Google Workspace. Additionally, applicants should know and implement a "Student First" philosophy.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Performs customer service and NEST operational and technical duties; answers student or customer questions specific to basic needs resources which may involve responding to questions and complaints at a public counter, over the phone, and/or via email or text.
- Receives and inputs a variety of faculty, staff, student or customer information into computer systems; researches information in computer systems; provides initial screening for program or

**General Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

- service; assists with the preparation and submission of applications, forms and documentation; verifies accuracy of information with third parties; sends reports and correspondence as required.
- Schedules and cancels appointments and testing; sets up, maintains and posts department and staff calendars and room reservation calendars for internal and external groups and events.
 - Maintains a variety of standard office and specialized records and files; creates and maintains spreadsheets and databases to track files, projects, activities and services; extracts data and reports from multiple data sources and reconciles data entries and reports including those of other employees and departments; tracks and maintains federal, state and District data and prepares for submission or reporting.
 - Drafts, formats, types, proofreads, edits and prints correspondence, forms, reports, schedules, rosters, statistical and technical documents including reports, manuals and other documents and materials ranging from routine to complex; creates forms, charts, tables and spreadsheets; reviews documents for clerical accuracy, completeness and compliance with District and department requirements.
 - Coordinates with faculty or staff to ensure safe installation, operation, maintenance and repair of department equipment and materials; performs basic equipment and machine repair.
 - Attends department meetings as necessary.

SPECIFIC DEPARTMENTAL DUTIES

- Meet with students referred through the Just Report It reporting system for needing basic needs resources (i.e. food, housing, utilities, transportation, textbooks, childcare, etc.)
- Provide Case Management Services to help students navigate on and off campus basic needs resources support
- Enter data into the event tracking system (Maxient, PantrySoft, etc.)
- Prepare administrative paperwork for grant assistance as needed
- Deploy a universal outreach campaign for the campus to raise awareness all basic needs resources and reduce stigma around seeking support
- Create and distribute marketing materials in various forms, (printed brochures, webpage, bulletin board, Canvas page, etc.), to highlight the services of the Basic Needs Center
- Set-up and work all Basic Needs Resource Fairs with a table on campus, and conduct CalFresh enrollment and events, assisting with food distribution events and other basic needs events as assigned
- Increase and support CalFresh outreach, enrollments, and other financial or resource-based programs that help students meet basic needs
- Run all Fresh Markets at the Watsonville and/or Aptos campuses twice a month, and assist with food distribution events as assigned

General Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

- Work at both the Aptos and Watsonville campuses as required while being a strong presence on both campuses and representing both South and North County students
- Housing navigation support (referrals, applications, emergency housing process guidance)
- Manage transportation resources (passes, vouchers, support programs)
- Navigate utility assistance to assist students
- Support referrals for student textbook/technology
- Navigate Child Care subsidy
- Assist in coordinating NEST events addressing multiple basic needs categories

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.
- 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

Desired Qualifications:

- Bilingual in English/Spanish

General Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

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 Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

DEPARTMENTAL LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required for this assignment

Additional Information

Application Process:

1. Complete the application
2. Attach resume

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. Selected applicants will be required to pass a bilingual/biliterate test prior to being hired. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your application profile.

General Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an E-Verify employer.

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.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5162950/general-resource-assistant-nourishment-essential-supports-team-nest-short>

General Resource Assistant, Nourishment & Essential
Supports Team (NEST) Short Term
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=269681>

Downloaded On: Dec. 23, 2025 7:45pm

Posted Dec. 23, 2025, set to expire Jan. 2, 2026

Contact Information

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

Contact

Student Services

Cabrillo College

,