

Student Services Assistant-Chico Center (Part-time)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=231416>

Downloaded On: May. 8, 2024 4:50pm

Posted Feb. 26, 2024, set to expire Jun. 27, 2024

Job Title Student Services Assistant-Chico Center (Part-time)
Department
Institution Butte-Glenn Community College District
Oroville, California

Date Posted Feb. 26, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4384837/student-services-assistant-chico-center-part-time>

Apply By Email

Job Description

Description

[Student Services Assistant: Class Specification \(Job description\)](#) ([Download PDF reader](#))

[CSEA Range 18](#); Part-time/Non-Exempt 20 hours per week; 12 months per year

Tentative First Interviews: April 15-16, 2024 (Zoom)

Tentative Second Interviews: Week of April 22, 2024 (In Person)

Anticipated Start Date: June 3, 2024

[Application Tips for Success](#) ([Download PDF reader](#))

Additional Resources:

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- [About Butte College](#) ([Download PDF reader](#))
- [Relocation Incentive](#) ([Download PDF reader](#))
- [Housing Resources](#) ([Download PDF reader](#))
- [Benefits](#) ([Download PDF reader](#))
- [Telecommute Work](#) ([Download PDF reader](#))
- [Travel Reimbursement for Interviews](#) ([Download PDF reader](#))
- [Working Remotely](#) ([Download PDF reader](#))-Some classifications may have the ability to work remotely or within a hybrid schedule.

POSITION HIGHLIGHTS:

This Student Services Assistant position serves as a first point of contact for students, staff, and faculty at the Chico Center. This role requires independent judgment, multi-tasking skills, and the ability to work collaboratively with team members. This individual will need to use their knowledge of various Instructional and Student Services standards and practices to successfully perform a variety of duties in support of students, staff, and faculty. The work schedule is Monday through Thursday 10 a.m. to 2 p.m. and Friday 8 a.m. to 12 a.m.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:

Please visit the [class specification](#) ([Download PDF reader](#)) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

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DIVERSITY QUALIFICATION:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS:

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

REQUIRED ATTACHMENTS:

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds.
 - **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

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The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

Contact Information

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

Contact

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