COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Student Services Coordinator II – Academic Advisor
(COUNSELING)

A Classified Represented Position
2 Positions Available

Review Date: June 15, 2015

Position Number: CLA14-121

POSITION DESCRIPTION:
Under the direction of the Dean of Enrollment Services, performs specialized student interaction related to advising students regarding their academic goals. Duties include but are not limited to, performance of office work and correspondence; record keeping; support of state reporting requirements; working with counseling faculty to implement and maintain online educational planning software; problem solving; advising students, developing one-semester educational plans; and conducting workshops. Utilizes expertise in the use of online computer programs and applications. Performs other specific student service related projects, and other related duties as assigned.

ESSENTIAL DUTIES:
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Advises students in developing one-semester student educational plans. These plans are to be written for students with less than 15 units, and who have no outside academic work to be evaluated. Works closely with counselors and refers more complex student education plans to counselors.
2. Refers personal counseling issues to Counseling Faculty or Student Health Counselors for assistance.
3. Understands, interprets, and applies college and state regulations, mandates, rules, and operational procedures.
4. In the course of advisement, provides students with orientation and information on College services. Provides information relevant to applications and deadlines. Assists students in making program changes and corrections.
5. Advises students on District procedures for course prerequisite challenges, placement waivers, petitions for over 18 units, and academic standard petitions.
6. Researches, implements, and maintains the online educational planning software in collaboration with Counseling Faculty. Provides training for online software products such as the educational planning software.
7. Advises students regarding academic probation/dismissal, matriculation and associate degree/graduation status.
8. Evaluates student transcripts to determine prerequisite eligibility for registration.
9. Creates and presents workshops on various college skills topics that will help students reach their educational goals.
10. Refers students to assessment, online and on-ground counseling workshops, tutorials, and guided learning activities.
11. Working with Counseling Faculty, contributes to the technical creation and implementation of new online software solutions such as student orientation, online and on ground counseling workshops, tutorials, and guided learning activities.
12. Provides outreach and recruitment for the College.
13. Interviews and advises students regarding academic programs and requirements.

This position is a high priority for our district for the 2015-16 year, and is contingent upon continued available district and state funding.
14. Provides advice and services to students that directly supports transfer, including IGETC and CSU GE requirements and certification, timely completion and submittal of necessary applications, the acquisition of financial aid, housing, etc.

15. Coordinates, trains, and provides direction to program advisors, and short-term hourly employees regarding daily work and assignments.

16. Maintains current knowledge of college academic programs and requirements as well as CSU GE and IGETC requirements.

17. Applies knowledge of modern office practices and equipment including expert use of computers for record management via the District’s Management Information System (Datatel), and specialized software such as an Online Educational Planning tool, SARS, Assist.org, CSU Mentor and UC Pathways and any other related software applications implemented by the District.

18. Performs data input for all program phases; including information that may be of a privileged or sensitive nature. Performs other computer-input tasks relative to the operation of the department.

19. Cross-trains and performs the essential duties of equal or lower level classifications/positions within the department, as necessary.

20. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

Position requires knowledge of:

• Applicable laws, codes, regulations, policies, and procedures relating to student advising.

• Oral and written communication skills. Application of proper grammar, spelling and punctuation.

• Recordkeeping techniques.

• Interpersonal skills using tact, patience, and courtesy.

• Microsoft Office Suite software (Excel, Word, Outlook, and PowerPoint) and other business-related software.

Position requires ability to:

• Learn, interpret, and apply legal mandates, policies, regulations, and guidelines and operational procedure.

• Perform repetitive work, or continuously perform the same work with accuracy and efficiency.

• Establish and maintain a variety of comprehensive and accurate files and records, prepare concise and complete reports as required.

• Work independently, assume responsibility, and use professional judgment based on established guidelines and procedures.

• Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.

• Type with speed and accuracy; make arithmetical calculations in like manner.

• Communicate effectively and accurately orally and in writing.

• Understand and carry out oral and written directions.

• Establish and maintain cooperative working relationships with students, faculty, staff, trainees, and others connected in the performance of duties.

• Ability to adapt to changing student and procedural requirements.

• Apply knowledge of modern office practices and equipment, including automated word processing, record management and filing systems, telephone techniques, correspondence development, and report writing.

• Demonstrate excellent customer service skills and ability to multi-task in a high stress, team-oriented environment.

• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MINIMUM REQUIREMENTS:

Experience: Two (2) years of full-time equivalent experience working in community colleges, universities, high schools, or other educational setting directly serving student populations; experience must include at minimum one (1) year of full-time equivalent academic student advising experience. Successful completion of a minimum of 15 post-baccalaureate semester units in Counseling or a field related to area of assignment will substitute for one (1) year of the required academic student advising experience.

Education: Education equivalent to a Bachelor’s degree (120 semester units) is required.

Desirable Qualifications:

• Earned Bachelor’s degree.

• Experience advising students regarding their academic goals in a community college or other post-secondary educational institution.

• Experience working with advanced technology and advance use of computer applications such as MS Office Suite (Word, Excel, Outlook, PowerPoint and Access).

• Experience with specialized Online Educational Planning tools, scheduling database, Assist.org, CSU Mentor and UC Pathways.

• Previous experience working with an administrative computer information management system, preferably Datatel.

SALARY PLACEMENT:

Salary placement will be on Range 30 of Classified Represented Salary Schedule B ($4,126-$6,419 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($4,126/$4,376/$4,617) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.
Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS:
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; work at a desk, a conference table, or in meeting rooms of various configurations for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; intermittent exposure to impatient, angry, and/or verbally aggressive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS:
Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.

CONDITIONS OF EMPLOYMENT:
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
Board of Trustees approval.
Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT:
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2015-16 academic year will mark the 46th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS
Applicants are encouraged to complete their applications online. Please visit our website at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **District CLASSIFIED Application.**
- **Detailed resume**, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- **Copies of complete and legible college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.

1. **Please describe your previous experience working in community colleges, universities, high schools, or other educational setting directly serving student populations; Two (2) years of experience is required and it must include at least one (1) year of full-time equivalent academic student advising experience. Please provide your total years of full-time equivalent experience in this field.** Successful completion of a minimum of 15 post-baccalaureate semester units in Counseling or a field related to area of assignment will substitute for one (1) year of the required academic student advising experience. If you have these additional units to substitute for the experience, please indicate this information in this section and submit copies of your transcripts with your application packet.

2. **This position requires an education equivalent to a Bachelor’s degree (120 semester units). Do you possess an education equivalent to a Bachelor’s degree (120 semester units)? (yes/no) Please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.**

3. **Citing specific examples, describe your experience utilizing MS Office Suite (including Word, Excel, Outlook, PowerPoint, and Access) and any other computer software programs.**

4. **Please describe your experience working with an administrative computer information management system, such as Datatel, Banner, or PeopleSoft.**

5. **Please describe any experience you may have with specialized Online Educational Planning tools, scheduling database, Assist.org, CSU Mentor and UC Pathways.**

6. **Citing specific examples, please describe your experience creating and presenting workshops.**

7. **Please describe your recordkeeping experience.**

8. **Why do you want to work as a staff member at College of the Canyons?**

- **Letters of Reference** are optional.
- **Confidential Recruitment Source Sheet** (optional).

Please note:
- **Skills evaluation of candidates for interview may be required.**
- **Travel and relocation expenses are the responsibility of the applicant.**
- **Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.**
- **“Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.**
- **Applicants are encouraged to apply online. If you need assistance with the application process, contact:**

**Human Resources Office**
(661) 362-3427
TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of July 6, 2015 and July 13, 2015 and conduct final interviews between the weeks of July 13, 2015 and July 20, 2015. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

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26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu