

CENTER ASSISTANT - COAST CENTER

40 hours/week; 12 months/year

BASIC FUNCTION:

Under direction of the supervisor, performs a variety of administrative support functions for the overall center program; registers students; provides information and assistance to faculty, staff, students, and the public; maintains the security of the center during the evening and weekend hours.

REPRESENTATIVE DUTIES:

Plans, schedules, and performs a variety of responsible and technical clerical work.

Provides general and specific written and verbal information to faculty, staff, students, and the public on college and departmental policies, procedures, and records, referring to other college departments or outside agencies as appropriate.

Receives, screens, and routes visitors; takes and forwards messages; schedules student appointments for assessment testing, academic, Disability Resource Center, CalWorks, Educational Opportunity Programs and Services (EOPS) and other special populations, counseling, and financial aid advising.

Provides academic counseling support including checking on transcripts and transcript evaluations providing assessment score results, and providing peer counseling information in the absence of the counselor.

Assists students in the registration process; processes applications for admissions, checking for accuracy and completeness; conducts on-line registration; processes forms needed to complete the registration process; forwards to Admissions and Records Office.

Administers placement assessments; reviews scores with students; inputs scores into database; forwards copies to the Learning Center and Counseling Department.

Distributes photo ID's and student body cards; prints unofficial transcripts and grade reports as needed; proctors exams.

Processes Board of Governors Fee Waiver Applications; screens financial aid applications and forwards to the Financial Aid Office.

Collects fees for tuition, transcripts, community services, ticket sales, and other activities; balances cash receipts; prepares deposits; secures monies.

Assists with facilities management including scheduling of room usage by both internal and external groups, making maintenance and repair requests, assures equipment is properly stored and the facilities are properly secured.

Supports faculty in general with accessing college resources (e.g. WebAdvisor, Portal, Human Resources forms), producing classroom materials and communicating with students.

Assists with budget tracking and other recordkeeping; provides reports as necessary; sorts and distributes mail; orders office supplies.

Produces, processes, and tracks Purchase Orders (POs) and Personnel Action Forms (PAFs).

Provides enrollment/registration support for dual enrollment activities; works with Center administrator, and high school and school district personnel to support dual enrollment processes.

Works as liaison between students and the bookstore as needed to assist in ordering and receiving books for students.

May work during evening and weekend hours.

Uses a variety of software and information systems, including Microsoft Office (especially Word and Excel), Colleague, SARS, and WebAdvisor. Operates office equipment and tracks maintenance needs of copier.

Inputs schedule information and proofs for accuracy.

May assist with the tutoring program; assigns tutors to students; reviews and authorizes related paperwork.

Trains and provides work direction to others as assigned; assists hourly employees with employment paperwork.

Attends meetings and workshops as needed; performs related duties as assigned.

QUALIFICATIONS:

KNOWLEDGE OF:

Related college policies and procedures

Modern office practices, procedures, and equipment

Word processing, spreadsheet, and data base software and data entry techniques

Recordkeeping techniques

Correct English usage, grammar, spelling, punctuation, vocabulary, and basic arithmetic

Receptionist and telephone techniques and etiquette

Interpersonal skills using tact, patience, and courtesy

Verbal and written communication skills

ABILITY TO:

Plan, schedule, and perform a variety of responsible and technical clerical work for the assigned Center

Work independently with little direction; work alone during evening and weekend hours

Train and provide work direction to others as assigned

Learn, apply and explain rules, regulations, policies, and procedures related to the operation of the Center

Meet schedules and timelines

Communicate effectively both verbally and in writing

Analyze situations accurately and adopt an effective course of action

Establish and maintain cooperative and effective working relationships with others

Plan and organize work

Maintain a variety of files and records

Type at an acceptable rate of speed

Understand and follow verbal and written directions

Prepare correspondence, reports and related materials

Complete work with interruptions and distractions

Operate a variety of computer software, databases and office equipment.

WORKING CONDITIONS:

College Center environment; subject to interruptions and distractions; works alone during evening and weekend hours. Physical demands include sitting, standing, bending, walking, and occasional light lifting (up to 15 lbs)

SALARY AND BENEFITS:

The monthly salary range is \$3,559-\$4,451 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 20 paid holidays annually.

APPLICATION PROCEDURE: Submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted

electronically via email to Adam Jory, ajory@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- Cover letter
- Resume
- Two recent letters of recommendation

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California’s most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state’s famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.