

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

**Application Deadline: Open Until Filled**  
**First Review of Applications: June 27, 2019; 5:00 p.m.**

**HEALTH AWARENESS/STUDENT ACTIVITY SPECIALIST**  
**(20-32 hrs/wk @ \$20.86/hr)**  
**Short Term Non-Continuing Assignment (STNC)**

**RESPONSIBILITIES**

Under general direction, provides clerical support in the day-to-day operations for the Student Life Center, including but not limited to:

Provides a variety of clerical duties which may include typing; copying; opening and distributing mail; updating documents

Assistance in the planning and execution of student events (WOW Week, College & University Day, Health Fair, CalFresh, etc.); planning weekly health snacks & advertising those to student body; overseeing Student Food Pantry; promotion of services offered to students; coordinate campus tours/visits with other departments; maintaining a variety of reports, forms, files and other related materials; may perform data entry and compile information for statistical and other purposes.

Performs a variety of reception duties including answering and routing phone calls; taking and forwarding messages; receiving and screening visitors; scheduling appointments, and answering questions regarding relevant college policies, procedures, rules, regulations, and forms.

**QUALIFICATIONS**

Knowledge of: Modern office practices, procedures, and equipment including a computer; word processing, spreadsheet, and database software; recordkeeping techniques; correct English usage; basic arithmetic; telephone techniques and etiquette.

Ability to: Provide clerical and reception duties in a busy office environment; prepare basic business correspondence; utilize effective interpersonal skills including tact, patience, and courtesy.

**SALARY AND BENEFITS:**

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 20-32 hours per week, \$20.86 per hour. The only benefits associated with this job are workers compensation, social security, and Medicare. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

**APPLICATION PROCEDURE:** Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu) or faxed to 707-467-1023.

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- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- Cover letter
- Resume

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills 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.

**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.***