



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: January 24, 2020; 5:00 p.m.

**Student Support Specialist (15 hrs/wk @ \$20.86/hr)
ML ACE (Mendocino Lake Adult and Career Education) – Fort Bragg
Short Term Non-Continuing Assignment (STNC)**

RESPONSIBILITIES: Under the direction of the Mendocino Lake Adult and Career Education Program Manager, the Student Support Specialist will connect students to support services and assist them in navigating those services to reach their career and academic goals through programs and agencies within the Mendocino Community College District.

Plans, coordinates and conducts activities and programs to provide enrollment and transition assistance to prospective adult education students.

Designs and delivers oral presentations and workshops for adult education student candidates to include panel presentations, group presentations, and one-on-one meetings.

Serves as a liaison between adult education students and Mendocino College, Adult Schools, and County Offices of Education.

Explains available college services, refer students to appropriate support services and assist with college student applications.

Schedules appointments with students; makes appropriate referrals to college staff and other outside agencies as needed for students.

Participates in the Outreach workgroup meetings; provides information on issues related to education and student services; provides other reports as needed.

Coordinates with all member and partner agencies of Mendocino Lake Adult and Career Education to develop a referral system, exchange information, and provide quality outreach for prospective students.

Assists, follows up, and supports students regarding application processes for other available programs and services that students may be eligible; follows up with students to ensure they complete the processes correctly and successfully.

Facilitates student bridge/transition sessions to include “warm hand-offs” with local adult education consortium members, workforce development offices and other entities.

Assists students to set career and academic goals and develop a plan identifying assets, barriers, and support services needed to address challenges.

Prepares and maintains a variety of correspondence, reports, documents, and forms; maintains and organizes records and files. Keeps all necessary records and submits required paperwork in a timely manner.

Operates a variety of office equipment including a computer and Microsoft Office software.

Attends required meetings and professional development sessions as directed by the ML ACE Program Manager.



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Meets with member agency administrator as needed.

Performs other duties, as assigned.

QUALIFICATIONS

Bilingual English/Spanish Preferred

Knowledge of: Community resources, programs and needs associated with adult learners; interpersonal skills using tact, patience and courtesy; the needs and challenges facing economically and socially disadvantaged students; bridge/transition classes or advising students about transitions; public speaking methods; effective verbal and written communication skills; recordkeeping techniques; and strong technology skills, including Microsoft Office applications.

Ability to: Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of adult education students and learners. Understand and interface with a broad range of community partners, agencies and organizations. Gain an understanding of other organizations/agencies and their processes; coordinate with internal and external partners in providing access to a full range of services and support; work independently; analyze situations accurately and adopt an effective course of action; communicate effectively both verbally and in writing; plan, coordinate, and implement activities. Establish and maintain cooperative and effective working relationships with others; deal effectively with a wide variety of personalities in situations using sound judgment; meet schedules and timelines; plan and prioritize work; and complete work with interruptions and distractions. Work flexible hours including evenings.

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:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 15 hours per week, \$20.86 per hour. 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, by January 24, 2020; 5:00 p.m., 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 or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/college/employment/employment-application-forms>
- Cover letter
- Resume

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.



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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.