



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Filing Deadline: Friday, August 23, 2019, at 5:00 p.m.

STUDENT ACTIVITY SPECIALIST: NATIVE AMERICAN STUDENT RESOURCE CENTER

\$20.86 per Hour; 32 hours per week

Categorically Funded, Short Term Non-Continuing Assignment (STNC)

DESCRIPTION:

Under the direction of the Dean and/or Department Manager, assists in the coordination of events and services and provides administrative support to the Native American Student Resource Center on the campus of Mendocino College in Ukiah, CA.

RESPONSIBILITIES:

- Works with the supervisor to develop and coordinate in-reach support services and activities for Native American and Other Population students; resolves questions and issues; communicates with Counselors, Instructors, and Student Services Staff to provide program information and assistance; assists students with Financial Aid applications and applications to other student programs; assists in other College activities; may refer students to other related programs.
- Creates, maintains and organizes records and files. Prepares and maintains a variety of correspondence, reports, documents, and forms.
- Plans and conducts workshops and/or informational sessions with Native American and Other Population Students. Publicizes the Native American Student Resource Center and makes presentations as needed; produces materials to describe the Native American Student Resource Center and other services available to students.
- Assists with program planning, operations, and reporting by providing information, suggestions and statistics. Interprets and implements rules, regulations, policies, and procedures.
- Develops, revises, and maintains computer databases to track students; provides statistical information.
- Answers telephones and assists at the front in answering questions, scheduling appointments, completing forms; operates a variety of office equipment including computers, related software, calculators, copiers, and others as applicable; oversees student employees; trains and provides work direction to others as assigned.
- Attends meetings and conferences; participates in special Student Services outreach activities as assigned; performs other duties as assigned.



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QUALIFICATIONS

KNOWLEDGE OF:

Community college programs and services
Issues in higher education for Native American and other disproportionately impacted students
Local Native American culture and community resources
Diverse educational needs of local Native American and other disproportionately impacted students
BIA grants and other assistance programs
Support service techniques, methods, programs and processes
Public speaking methods
Effective interpersonal skills
Advising techniques
Effective verbal and written communication skills
Recordkeeping techniques

ABILITY TO:

Relate to and establish a working rapport with local Native American and other disproportionately impacted individuals, Communities and public agencies
Learn, interpret, apply, and explain rules, regulations, policies, and procedures of Federal and State student financial assistance programs and the department
Support students from diverse ethnic and socio-economic backgrounds
Understand and follow verbal and written directions
Analyze situations accurately and adopt an effective course of action
Communicate effectively both verbally and in writing
Plan, coordinate, and implement activities
Positively represent the college to students and the community
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
Work independently with little direction
Complete work with interruptions and distractions
Maintain records and prepare reports
Provide own transportation
Work flexible hours including evenings
Operate a variety of office equipment including a microcomputer and Microsoft Office Software, typewriter, calculator, copier, and others as applicable

PREFERRED QUALIFICATIONS

Associates of Arts/Science degree



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WORKING CONDITIONS

Office environment, subject to interruptions and distractions; as needed, job duties including periodic driving or attending events at schools, community events, Rancherias, reservations, and other locations as needed. Physical demands include sitting, standing, reaching, bending, walking, and occasional light lifting (up to 15 lbs).

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 32 hours per week, \$20.86 per hour. The 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: By August 23, 2019, 5:00 p.m., submit the following 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, HRrecruiting@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_0.pdf
- A resume and cover letter explaining how the applicant meets the qualifications
- Contact information of two (2) professional references (please do not submit letters of reference)

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.



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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.