

Admissions & Records Technician II

Position Information

Position Information

Job Title:	Admissions & Records Technician II
Position Number:	02328
Posting Date	02/20/2018
Closing Date	
Initial Screening Date	03/06/2018
Open Until Filled	Yes
Position Type:	Classified
Rate:	
Work Week	40 hours per week, 12 months per year
Minimum Salary:	\$3,880.23 per month
Maximum Salary:	\$5,482.67 per month (maximum entry \$3,880.23)
Benefits:	<p>Our competitive benefits package includes medical, dental, and vision insurance; life insurance and dependent life coverage; long-term disability insurance, and an employee assistance program (EAP). In addition, employees have the option to purchase:</p> <ul style="list-style-type: none"> • Flex 125 • AFLAC Policy • Supplemental voluntary life insurance • 403b Tax Shelter Annuity <p>All coverages begin on the first day of the month following the hire date. Employees are covered under the California Public Employees Retirement System (CalPERS) and are vested 100% after five years of full time service.</p>
College/Site:	Cerro Coso College
Location	CC-Main Campus, Ridgecrest
Basic Function	<p>Under the direction of an assigned supervisor, perform a variety of complex technical tasks relative to the daily activities of the Admissions and Records Office; evaluate student transcripts; provide information about the College to faculty, staff, students and the general public.</p> <p>DISTINGUISHING CHARACTERISTICS: Incumbents in the Admissions and Records Technician II class perform advanced work in areas such as evaluations, master or class scheduling, or serving as lead to an admissions and records function or unit. Incumbents in the Admissions and Records Technician I class perform the full range of admissions and records duties while specializing in one or more areas such as transcripts, residence and records.</p> <p>REPRESENTATIVE DUTIES: Receive and process petitions for graduation; evaluate transcripts from other colleges; determine course equivalencies; credit student record; evaluate student records for graduation and transfer eligibility; post units and grade points to student record; calculate grade point averages; post graduation dates, majors, and class rank to individual transcripts; provide graduation lists for publication. Prepare certification of general education requirements for four-year colleges and universities; monitor changes in course requirements for transfer purposes. Assist in the administration of the office; respond to technical questions from staff; train and provide work direction and guidance to student assistants.</p>

Accept and review registration applications for accuracy and completeness; determine enrollment eligibility, including determining eligibility for international students, immigration and VISA requirements; calculate and collect appropriate enrollment fees; monitor and tag a variety of enrollment components, including residency, financial obligations, assessment, probationary status, and prerequisites.

Communicate admission policies and procedures to a variety of individuals and organizations, including students, staff, the public and outside agencies; respond to requests for enrollment verifications from students and outside agencies and organizations.

Assist students in obtaining records and copies of transcripts; mail copies of transcripts and verifications of enrollment as requested.

Enter student data; update name and address changes on transcripts and in student files; correct social security numbers on student records.

Process grade changes and petitions for academic renewal; notify student of approval/disapproval; make changes to student records.

Calculate and collect a variety of fees, including student body cards, outstanding debts, transcripts, and college catalogs.

Collect grade reports from instructors; check reports for completeness; assist in distributing completed grade reports to students.

Monitor student academic status and eligibility for various on-campus clubs and committees, athletics, scholarships and financial aid.

Evaluate military records; post student military credit as appropriate to policies.

Prepare statistical information related to the Admissions and Records Office; gather, calculate and prepare college attendance information for distribution.

Attend and participate in a variety of meetings, workshops and conferences related to the Admissions and Records Office; assist in the communication and implementation of new procedures.

Perform related duties as assigned.

Education and Experience**Any Combination Equivalent To:**

Associate degree **AND** two years of general clerical experience, preferably with experience in an Admissions and Records role.

Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.

Note: The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Knowledge and Abilities**KNOWLEDGE OF:**

Course descriptions and articulation agreements.

Policies and procedures relating to the District's grading practices.

District admissions policies and procedures.

Graduation and transfer requirements for various four-year colleges and universities.

Modern office procedures, methods and computer equipment.

Business letter writing and report preparation.

Principles and procedures of record-keeping.

Basic arithmetic.

ABILITY TO:

Perform arithmetic calculations quickly and accurately.

Maintain accurate student attendance and transcript records.

Operate microfilm and computer or data processing equipment used in maintaining office files.

Respond to requests and inquiries from faculty, staff and students.

Evaluate student records for graduation and transfer requirements.

Calculate grade point averages quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Salary Grade

42.5

Special Instructions to Applicants**First Review of Applications:**

Complete application packets will be accepted until the position is filled; but those received by 5:00 p.m. (Pacific Standard Time) on March 6, 2018 are assured consideration. The College reserves the right to extend time limits or re-initiate the recruitment/selection process at any point.

Completed application packet must include:

- Completed Online Application for Employment form
- Current resume
- Letter of interest (Cover Letter)
- Supplemental Questions
- Copy of legible transcripts, if applicable
- List of six (6) professional references – Listed on application form

Applicants who require reasonable accommodation to participate in the selection process

should contact Human Resources to make the necessary arrangements.

Recruitment Status (tentative):

- Application Screening: TBD
- Interviews: TBD

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn about the position?

- Newspaper
- Internet
- Employee
- Walk-in
- Chronicle for Higher Education
- Employment Agency
- KCCD Employee
- Other

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- I understand the above statement.

Optional & Required Documents

Required Documents

1. Cover Letter
2. Resume/CV

Optional Documents

1. Transcripts
2. Other Document
3. Other Document (2)

Psychology Instructor

Position Information

Position Information

Job Title:	Psychology Instructor
Position Number:	02317
Posting Date	01/26/2018
Closing Date	
Initial Screening Date	03/01/2018
Open Until Filled	Yes
Position Type:	Contract Academic
Rate:	
Work Week	This is a ten-month (175-day), tenure track, faculty position
Minimum Salary:	\$71,210.07 annually
Maximum Salary:	\$100,617.97 annually (maximum entry \$74,815.08 per year)
Benefits:	The Kern Community College District provides a maximum contribution to an excellent health and welfare benefits plan. The District also provides life insurance plans for the employee, as well as an 8.25% contribution to the State Teacher's Retirement plan. Additional types of insurance may be purchased with pre-tax dollars through an IRS 125 flexible benefit program.
College/Site:	Cerro Coso College
Location	CC-East Kern (Tehachapi/California City)
Basic Function	<p>Basic Function: This position will be designated at either Main Campus, IWW, Ridgecrest or East Kern, Tehachapi. This is a full-time, tenure-track, 175-day position as a community college Psychology Instructor. The successful candidate will be asked to teach courses in the human services program. Teaching faculty are responsible for providing a full professional week which includes but is not limited to teaching 15 units of courses per semester with psychology as a minimum qualification. Other duties include holding office hours, maintaining subject matter currency, using computer and multimedia technology for increased student engagement, attending department and college meetings, and participating in institutional activities. Examples of institutional activities are assisting with student outreach and recruitment; participating in articulation events with high schools and four-year schools as appropriate; developing and maintaining community connections; working with department and division colleagues to address student equity gaps; developing and revising curriculum; defining, assessing, and analyzing student learning outcomes; collegially participating in departmental, college and discipline-specific professional activities. This assignment may include teaching at other campus sites, evening classes, large classes, and distance learning. Cerro Coso also serves two correctional facilities.</p>
Education and Experience	<p>MINIMUM QUALIFICATIONS': Master's in psychology OR Bachelor's psychology AND Masters in counseling, sociology, statistics, neuroscience or social work OR - The equivalent. Certain combinations of education, experience, and other accomplishments</p>

in the field may be judged as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications **must** submit an APPLICATION FOR EQUIVALENCE form. Supporting documents must be included with the completed form.

AND

- A demonstrated sensitivity to students with diverse academic, socio-economic, cultural and ethnic backgrounds and students with disabilities.

Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.

Note: The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Knowledge and Abilities**Knowledge and Abilities:**

- Commitment to student learning.
- Awareness of the College mission, vision, and values.
- Sensitivity to students with a wide range of skills, motivations, and academic goals.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of computers and willingness to experiment using multimedia instructional materials.
- Commitment to working effectively and harmoniously with colleagues in an environment that promotes teaching, learning and service students.

Salary Grade**Special Instructions to Applicants****First Review of Applications:**

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Completed application packet must include:

- Completed Online Application for Employment form
- Current resume
- Letter of interest (Cover Letter)
- Statement of personal philosophy of teaching
- Copies of legible transcripts
- Copy of sample syllabi
- List of six (6) professional references – Listed on application form

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.

Recruitment Status (tentative):

- Application Screening: TBD
- Interviews: TBD

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

Supplemental Questions

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- Employment Agency
- KCCD Employee
- Other

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Optional & Required Documents

Required Documents

1. Resume/CV
2. Transcripts
3. Philosophy of Teaching
4. Syllabi
5. Cover Letter

Optional Documents

1. Other Document
2. Other Document (2)
3. Other Document (3)
4. Application for Equivalence

Dean, Career Technical Education

Position Information

Position Information

Job Title:	Dean, Career Technical Education
Position Number:	02315
Posting Date	01/26/2018
Closing Date	
Initial Screening Date	03/01/2018
Open Until Filled	Yes
Position Type:	Management
Rate:	
Work Week	40 hours per week, 12 month position
Minimum Salary:	\$116,684.96 annual
Maximum Salary:	\$153,100.78 annual (maximum entry \$119,602.08)
Benefits:	<p>Our competitive benefits package includes medical, dental, and vision insurance; life insurance coverage; long-term disability insurance, and an employee assistance program (EAP). In addition, employees have the option to purchase:</p> <ul style="list-style-type: none"> • Flex 125 • AFLAC Policy • Supplemental voluntary life insurance • 403b Tax Shelter Annuity <p>All coverages begin on the first day of the month following the hire date. Employees are covered under the California State Teachers' Retirement System (CalSTRS) and are vested 100% after five years of full time service.</p>
College/Site:	Cerro Coso College
Location	CC-Main Campus, Ridgecrest
Basic Function	<p>Under the direction of the Vice President, Academic Affairs, the Dean of Career and Technical Education shall be responsible for effective, creative leadership to instructional and related areas at all locations of Cerro Coso Community College.</p> <p>Examples of Duties:</p> <ol style="list-style-type: none"> 1. Serve as supervising dean for the following instructional and service areas: Auto, Welding, Child Development, Public Service, Business, Media Arts, Computer Science, Corporate and Community Services, Tech Prep, and related grants and contracts for VTEA and Tech Prep. 2. Plan, develop, and implement innovative programs in order to provide a rich and supportive student-learning environment. 3. Plan, develop, and implement innovative partnerships with business and industry in the community to foster a supportive economic development environment, including contract and community education. 4. Provide leadership to faculty for the development of institutional research and evaluation of student outcomes. 5. Seek and coordinate grant opportunities. 6. Direct grant and resource development, management and reporting processes. 7. Administer processes for faculty and staff evaluation as assigned. 8. Facilitate strategic planning processes in areas of responsibility College-wide, and

supervise the preparation of the College educational master plan for areas of responsibility.

9. Provide administrative support and direction to faculty chairs, site administrators, classified staff, and others.
10. Recommend and implement policies and procedures.
11. Recommend faculty and staff selection in accordance with College policies and procedures.
12. Provide employee support and supervision.
13. Administer and implement District policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.
14. Work with faculty chairs in assignment of staff, preparation of the College catalog, class schedules, and appropriate budgets.
15. Develop and manage budget allocations and expenditures.
16. Administer program planning and enrollment management processes in order to effectively and efficiently meet student and community needs.
17. Work with faculty chairs in preparing program evaluations and implementing evaluation recommendations.
18. Serve on, chair, co-chair advisory boards and/or committees as appropriate.
19. Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools, college, universities and other entities.
20. Represent the College at public functions and/or in the community.
21. Perform other duties as assigned.

Education and Experience

MINIMUM QUALIFICATIONS:

- Master's Degree, preferably in an academic area related to assignment
- Five years of full-time experience in teaching and/or administration, including at least three years of leadership experience reasonably related to the administrative assignment
- Demonstrated sensitivity to and an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees

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Knowledge and Abilities

Knowledge of:

- The mission of comprehensive community colleges; of teaching/learning strategies and the evaluation of such strategies.
- College level teaching experience in one of the subject areas to be supervised.

Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Demonstrate commitment to the continuous improvement of teaching and learning.
- Create an environment conducive to the development of instructional and service innovations.
- Effectively communicate orally and in writing.
- Work effectively with college faculty and staff.
- Understand and support the development of a learner-centered instructional program.
- Support excellence in instruction and service.
- Facilitate the development of faculty leadership.
- Provide leadership and support for innovation and creativity.
- Understand the users of instructional and administrative technology and encourage appropriate use.
- Demonstrate work collaboratively and productively with faculty, students, administrators, support staff, and the community.
- Effectively work within a system of participatory governance.
- Effectively work with academic, student services, occupational, developmental and entrepreneurial programs in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Foster teamwork and establish consensus.

- Conduct institutional research, and to prepare and administer grants.
- Effectively represent the College in the community.
- Demonstrate understanding of contemporary issues in higher education.
- Demonstrated effective management of employee and budgets.
- Demonstrated creative problem-solving ability.

Salary Grade

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- Completed Online Confidential/Management Position application form
- Current resume
- Letter of interest (Cover Letter)
- Copies of legible transcripts
- Application Screening: TBD
- Interviews: TBD

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Supplemental Questions

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Optional & Required Documents

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3. Transcripts

Optional Documents

1. Other Document
2. Other Document (2)
3. Other Document (3)