

PALO VERDE COMMUNITY COLLEGE DISTRICT



VICE PRESIDENT OF INSTRUCTION & STUDENT SERVICES

NATURE OF THE ASSIGNMENT:

Under the supervision of the Superintendent/President, the Vice President of Instruction and Student Services serves as the Chief Academic Officer of the District and provides administrative leadership and operational supervision of all Instructional and Student Services programs.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

1. Serve as a member of the Superintendent/President's executive cabinet and management team.
2. Provide transparent leadership and managerial vision and direction, including educational master planning, accreditation compliance, area and institutional budget development, goal setting, academic and student support advancement, implementation, coordination, evaluation and accountability for all areas of responsibility.
3. Provide leadership in the recruitment, retention, training, and evaluation of full and part-time staff in all areas of responsibility.
4. Work collaboratively with the Academic Senate, union leadership, managers and students to effectively resolve instructional or student services issues or concerns.
5. Recommend to the President hiring selections of staff for Instruction and Student Services positions through established processes.
6. Develop and implement conscientious budgets and ensure fiscal responsibility.
7. Maintain a current understanding and stay abreast of the trends of each instructional and student service program offered by the College including face-to-face, distance education, and on-line instructional programs and student support services.
8. Direct and supervise the development, evaluation and improvement of course outlines, course objectives, program reviews, and Student Learning Outcomes.
9. Provide leadership in the development of the college catalog and class schedules based on FTES calculations, student and community needs.
10. Interpret, articulate, implement and monitor district compliance with district policies and procedures and further implement state and federal regulations.
11. Plan, implement and foster a philosophy of data-driven decision-making through the collection and utilization of data generated through internal and external needs assessment, trend data, FTES calculations, 50% Law calculations and institutional

research as appropriate to instructional and student service programs and provide reports to the designated areas of supervision and campus-wide.

12. Coordinate with the Director of Information Technology, the planning, implementation and training needed relative to instructional and student support technology and telecommunications.
13. Provide opportunities for faculty and staff in-service training and professional development.
14. Develop and maintain collaborative relationships with local schools, colleges, universities, and community organizations.
15. Serve as chair or member of committees as appropriate to carry out the responsibilities of the position.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree from a regionally accredited institution
2. One year full-time experience and a record of achievement in an Academic Administrator position at a post-secondary institution
3. Three years successful full-time teaching or full-time work in an area of Student Services
4. Demonstrated achievement in building and developing educational programs and services within a system of shared governance
5. Demonstrated ability to communicate effectively both orally and in writing
6. Personal characteristics necessary for working with students, employees and the public in a senior administrative capacity
7. Demonstrated commitment to the mission and goals of a comprehensive community college
8. Possess a vision for promoting student success and persistence
9. Demonstrated successful experience providing programs for students with diverse educational and economic backgrounds in a setting in which cultural diversity is valued

PREFERRED QUALIFICATIONS:

1. An earned doctorate from a regionally accredited institution
2. Experience in a collective bargaining setting
3. Experience in the California Community College system
4. Experience with non-traditional methods of instruction including online instruction
5. A background in the development, assessment and recording of course, program and institutional Student Learning Outcomes

SALARY

1. Salary will be on Row 7 of the college's Academic Administrator pay schedule with placement appropriate to experience.
2. The college offers an attractive package of fringe benefits including district paid medical/hospital, dental and vision care and group life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

AA/ADA/EEO

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.
2. The screening procedure:
 - a. A committee will screen all applications. Meeting the minimum qualifications for the position does not assure an interview.
 - b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
 - c. The Superintendent/President will then make a recommendation to the Board of Trustees.
3. Hopefully all interviews will be scheduled for the same day and evening.
4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.
5. **Travel costs related to these initial interviews will be borne by the candidate.**
6. A second interview may be required for selected candidates.
7. Candidates will be notified by letter of their status as the committee progresses through the hiring procedure.
8. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.
9. The College reserves the right to contact the current or most recent employer of any candidate and to investigate past records.
10. The College reserves the right to re-advertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
11. The College does not return to the candidate materials submitted in application for a position.
12. An optional form, "Affirmative Action Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.
13. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.
14. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form.
15. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

PALO VERDE COMMUNITY COLLEGE DISTRICT

One College Drive
Blythe CA 92225



Telephone: (760) 921-5500
Fax: (760) 922-0230

COOPERATIVE WORK EXPERIENCE COORDINATOR/ VOCATIONAL CAREER SPECIALIST

THE COLLEGE:

Palo Verde College is a publicly supported 2-year college located in the beautiful Southeastern California desert. Yearly enrollment is approximately 4,000 students (full and part-time).

POSITION:

Full-time academic position – 186 days - 10 months.
This position is categorically funded.

NATURE OF THE POSITION:

Under the direction of the Vice President of Instructional Services, the Cooperative Work Experience Coordinator / Vocational Career Specialist will counsel and advise students with respect to career and vocational goals utilizing both formal and informal assessment tools, teach appropriate work experience classes, workshops, and seminars and develop appropriate internships.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

1. Develop and coordinate Palo Verde College's cooperative work experience educational plan.
2. Provide leadership in the development of career planning programs.
3. Coordinate activities with vocational programs including creating resources for job listings, networking opportunities, and career and job fairs.
4. Develop an innovative, visionary approach to meet the career planning needs of students and foster relationships with corporative, governmental, educational organizations with whom our students might affiliate.
5. Evaluate and track students internships and work experience activities.
6. Counsel and advise, individual students on career choices using formal and informal assessment instruments.
7. Prepare and monitor an appropriate work experience budget.
8. Assist in the preparation and development of curriculum.
9. Establish a high school liaison and creating career activities for students.
10. Assist with the creation of career pathways with both high schools and four year institutions.
11. Possess a creative approach to utilizing technology to provide efficacy to career exploration and institutions.
12. Participate in Career and Technical Education program reviews.
13. Teach seminars, workshops or classes in career planning.
14. Create a library of career information resources.

MINIMUM REQUIREMENTS:

1. Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent. (All degrees and units used to satisfy minimum qualifications shall be from accredited institutions).

(Title 5 Section 53410.1)

(NOTE: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1).

2. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

LOCATION:

Palo Verde College is located in the City of Blythe at one of the busiest entrance points to California. The college is located in a desert oasis adjacent to the beautiful Colorado River and the Palo Verde Valley. Blythe, and the fertile Palo Verde Valley, is primarily a farming and ranching area. Boating, fishing and hunting attract many tourists. The Palo Verde Valley is centrally located between Phoenix and Los Angeles, Las Vegas and the Mexican border. The valley's great climate, with more than 350 days of sunshine and mild winters, attracts thousands of winter visitors every year.

SALARY AND CLASSIFICATION:

Classification: Certificated, full-time, 186 days/10-month. Position may require evening and weekend assignments. This is a categorically funded position.

Salary Range: \$51,288 to 74,342 annually. Placement on the academic salary schedule will be determined by education and experience.

APPLICATION/FINAL FILING DATE:

Applications may be obtained at www.paloverde.edu in the Employment link or by calling (760) 921-5408 or e-mail request to dmitchell@paloverde.edu.

THE APPLICATION COMPLETED IN ITS ENTIRETY (*NOTATION: "SEE RÉSUMÉ" IS NOT ACCEPTABLE*), COVER LETTER, NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THREE CURRENT REFERENCES, LEGIBLE COPIES OF TRANSCRIPTS (IF SELECTED, OFFICIAL TRANSCRIPTS WILL BE REQUIRED), AND A COMPREHENSIVE RÉSUMÉ MUST BE RECEIVED. THE APPLICATION PERIOD ENDS TUESDAY, MARCH 21, 2012 AT 4:30 P.M.

Mail or deliver complete package to:

**Mrs. Debra Mitchell
Human Resources Manager
PALO VERDE COMMUNITY COLLEGE DISTRICT
One College Drive
Blythe California 92225**

PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/EE/ADA

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.
2. The screening procedure:
 - a. A committee will screen all applications. Meeting the minimum qualifications for the position does not assure an interview.
 - b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
3. Hopefully all interviews will be scheduled for the same day and evening.
4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.
5. **Travel costs related to these initial interviews will be borne by the candidate.**
6. A second interview may be required for selected candidates.
7. Candidates will be notified by letter of their status as the committee progresses through the hiring procedure.
8. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.
9. The College reserves the right to contact the current or most recent employer of any candidate and to investigate past records.
10. The College reserves the right to re-advertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
11. The College does not return to the candidate materials submitted in application for a position.
12. An optional form, "*Equal Employment Opportunity Survey*," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.
13. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.
14. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form.
15. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT
An Equal Employment Opportunity/American Disabilities Act Employer

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

PALO VERDE COMMUNITY COLLEGE DISTRICT

One College Drive
Blythe CA 92225



Telephone: (760) 921-5500
Fax: (760) 922-0230

INSTRUCTOR

Current Areas of need:

Alcohol and Drug Studies (ADS)
Computer Information Sciences (CIS)
Music (MUS)

THE COLLEGE:

Palo Verde College is a publicly supported 2-year college located in the beautiful Southeastern California desert. Yearly enrollment is approximately 3,200 students (full and part-time).

POSITION:

Full-time, certificated position (tenure track). (177-day academic year).

NATURE OF THE ASSIGNMENT:

The instructor will teach classes within the approved discipline(s). In addition, the instructor shall be responsible for maintaining and updating curriculum relevant to the assigned instructional area. Further, the instructor will participate in all appropriate faculty functions including faculty assignments and committee meetings. This position will involve assignments during day, evening and distance education.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Provide instruction in all areas of the approved discipline.
2. Prepares, evaluates, and revises courses including SLO's and course materials.
3. Maintain organized sets of course and student records.
4. Serves on appropriate college and faculty committees.
5. Maintains campus office and duty hours, submits grades and reports on or before deadlines and attends faculty meetings, student activities, etc.
6. Performs other duties associated with full-time employment.

MINIMUM QUALIFICATIONS:

1. The instructor shall meet the minimum qualifications required for the approved discipline.
2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

PLEASE NOTE: Generally, a Master's degree is a minimum requirement for academic areas of instruction. In areas where a Master's degree is not generally available or expected, a Bachelor's degree plus two years occupational experience or an Associates degree plus six years occupational experience is the minimum qualification. Equivalencies may be granted upon application and examination by the Academic Senate.

PREFERRED QUALIFICATIONS:

1. Teaching experience, preferably at the community college level.
2. A firm commitment to the needs of students with diverse racial and ethnic backgrounds and levels of ability with multi-cultural teaching experience.
3. Additional academic preparation enabling instructor to teach in an additional discipline.

LOCATION:

Palo Verde College is located in the City of Blythe at one of the busiest entrance points to California. The college is located in a desert oasis adjacent to the beautiful Colorado River and the Palo Verde Valley. Blythe, and the fertile Palo Verde Valley, is primarily a farming and ranching area. Boating, fishing and hunting attract many tourists. The Palo Verde Valley is centrally located between Phoenix and Los Angeles, Las Vegas and the Mexican border. The valley's great climate, with more than 350 days of sunshine and mild winters, attracts thousands of winter visitors every year.

SALARY:

Placement on the academic salary schedule will be determined by education and experience.

APPLICATION/FINAL FILING DATE:

Applications must be submitted on the California Community College Registry web site at <https://www.cccregistry.org>.

Needed documentation required including the CCC Registry application (references included) is a cover letter, resume and copies of transcripts.

All documents must be received no later than 4:00 P.M. on Thursday, May 16, 2013 for first pool screening.

If you have any questions please call or e-mail:

Debbie Mitchell, Director of Human Resources

760-921-5408

dmitchell@paloverde.edu

**PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/EE/ADA**

To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.

2. The screening procedure:

A committee will screen all applications. Meeting the minimum qualifications for the position does not assure an interview. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.

3. Hopefully all interviews will be scheduled for the same day and evening.

4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.

5. **Travel costs related to these initial interviews will be borne by the candidate.**

6. A second interview may be required for selected candidates.

7. Candidates will be notified by letter of their status as the committee progresses through the hiring procedure.

8. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.

9. The College reserves the right to contact the current or most recent employer of any candidate and to investigate past records.

10. The College reserves the right to re-advertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

11. The College does not return to the candidate materials submitted in application for a position.

12. An optional form, "Equal Employment Opportunity Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.

13. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.

14. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form.

15. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT

An Equal Employment Opportunity/American Disabilities Act Employee

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

PALO VERDE COMMUNITY COLLEGE DISTRICT

STUDENT SUCCESS MANAGER

NATURE OF THE POSITION:

Under the administrative direction of the Chief Student Services Officer, the Student Success Manager is responsible for the overall planning and operations, programs, and functions related to institutional data administration. The Manager will also serve as a project manager for mission-critical special projects, including Student Success Task Force recommendations, which require changes to the Ellucian database. The incumbent will serve as a technical collaborator with the Institutional Researcher and an operational collaborator with the Information Technology Department in order to provide departments with the data and research to examine business practices and institutional effectiveness as requested. Within the general direction of departmental objectives and policies, exercises considerable independent judgment in budgeting, developing, planning, directing, coordinating, and providing data and support to the institution and student support services.

DUTIES AND RESPONSIBILITIES:

1. Create longitudinal datasets for analysis of admissions, enrollment, courses, degree, and transfer.
2. Manage and maintain the integrity of the Data Resource Office's data repository.
3. Serve as a project manager for mission-critical special projects. Gather information concerning administrative requirements and solutions desired. Review project requirements, scope, and timeline with senior administrator. Design, develop, and implement solutions. Communicate regarding project details with applications team and functional users.
4. Document the process for creating and organize all routine electronic reports generated in the department.
5. Develop and maintain departmental budget.
6. Create semester reports of institutional data.
7. May assist in collecting data for state and federal audits.
8. Participate in needs assessment analysis to identify internal and community needs impacting student success.
9. May assist with strategic and short range student services planning, program review and SLO assessments, and the implementation of programs and services in compliance with Accreditation Standards.
10. Serve as CORE Team Lead with the responsibility to assist with workflow, the use of system features, and data management for ERP applications. Collaborates with functional departments to increase productivity and efficiency through feature implementation, supplemental programs, or system modification as identified through the Core IT

Committee. Resolves functional users' questions and problems, elevating issues to IT staff or vendor support as required.

11. Assist and provide leadership with Student Services institutional research.
12. Assist in the development and implementation of an Enrollment Management Plan that includes: data review, recruitment & outreach planning, retention efforts, and follow-up assessments for effectiveness.
13. Serve on departmental and campus-wide committees or affinity groups appropriate to the job function and scope.
14. Participate in assigned training related to Ellucian, MIS, and Student Services as identified.
15. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. AA degree (Bachelor's degree preferred).
2. Two years of relevant or related work experience.
3. Exceptional interpersonal, oral and written communication skills.
4. Demonstrated sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.
5. Demonstrated and effective leadership and management skills; strong organizational and communication abilities.
6. Demonstrated computer skills in database management, Excel and Word, and the ability to learn other computer programs.
7. **PHYSICAL DEMANDS:** Incumbents regularly stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over the telephone and in person; reach with hands and arms; lift, carry, and/or move objects weighing up to 10 pounds; and drive to various locations to attend meetings and workshops.

CLASSIFICATION:

Row 3 on the Classified Management/Confidential salary schedule.

BENEFITS AND POSITON STATUS:

This position is 12 months, 40 hours per week (may include evening and weekend duty) with full benefits.

PALO VERDE COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES TECHNICIAN II

NATURE OF THE POSITION:

Under the direct supervision of the Director of Human Resources, the Human Resources Technician II performs the following assigned functions:

DUTIES AND RESPONSIBILITIES:

1. Responsible for maintaining confidentiality of all personnel proceedings, records and reports.
2. Assist with implementation and recording of all Affordable Care Act requirements and reporting.
3. Assist with input of insurance information in all required systems, including RCOE Galaxy, Benefits Bridge and Health Savings Account reporting.
4. Assist with completing mandated state and federal reports: (i.e. MIS, IPEDS, E-6, GCR, FON, Adjunct Report, etc).
5. Set up and maintain personnel files for all employees.
6. Input personnel records of Certificated and Classified employees in all required data management systems currently in use by the district.
7. Maintain knowledge of CalSTRS and CalPERS requirements for employment, including membership, retirement and refund of funds.
8. Verify enrollment, GPA and semesters worked for requested student employees per semester. Create monthly list for board approval.
9. Set up and maintain all student records in required data management systems currently in use by the district.
10. Assist with distribution and maintenance records of room keys for all employees and for facility use requests.
11. Maintain mail boxes for all employees and records of mail box keys.
12. Assist with advertising and posting notices of all staff vacancies, internal and external.
13. Distribute, collect and organize application material for all staff vacancies.
14. Assist with classified pre-employment testing.
15. Assist with organization of interview committee for staff candidate pools.
16. Assist with notification of unsuccessful candidates by letter when vacancies are filled.
17. Assist with orientation for new employees.
18. Assist with new employee orientation and exit interviews for terminating employees.
19. Process all purchase requisitions for the Human Resource Department.
20. Assist with distribution of employment forms including Health & Welfare forms.
21. Assist with creation of, review and editing job descriptions/announcements for new and replacement positions.
22. Assist with the organization of Employee Evaluation process.

23. Maintain and update records of T. B. Test requests.
24. Create and update salary history records and follow-up on adjunct contracts each semester.
25. Assist in creating all manner of Human Resource department handbooks.
26. Assists the public, either in person or over the phone, by referring them to sources of information, giving out standard forms and explaining how to complete them, and giving information where judgment, technical knowledge and interpretation of policies, procedures and regulations are necessary or answering requests for information by consulting various available sources.
27. Maintains friendly and supportive atmosphere for students, faculty staff and the public. Assists in greeting and providing services to the public and District staff and in answering telephone calls.
28. Assists with the Administrative Services counter, including taking payments for student enrollment, request for transcripts, postage and misc fees.
29. Revises and updates a variety of District forms related to the Personnel process, creates and designs special forms as needed and new forms to improve systems and expedite personnel processes.
30. Attends trainings for the Riverside County Office of Education computer system and Colleague computer system.
31. Other Human Resource duties as assigned by the Director of Human Resources.

REQUIRED QUALIFICATIONS:

1. A.A. degree in Liberal Arts or A.S. degree in General Studies and 2 years of related work experience OR
2. Five years related work experience.
3. Computer literate in terms of data entry in a variety of software packages.
4. Ability to type at 50 WPM.
5. 10 key by touch and other business machines.
6. Physical ability to work effectively in an environment which is typical of this position.
7. Ability to pass the Clerical Skills Tests.

PREFERRED QUALIFICATIONS:

1. A.A. or A.S. with emphasis in Accounting or Business.

CLASSIFICATION:

Classification 8 on the Classified Salary Schedule.

BENEFITS AND POSITION STATUS:

12 month position - 40 hours per week

(Evening and weekend duties may be assigned)

Bargaining unit position - regular fringe benefits as accorded per CSEA agreement.