CAREER AND TECHNICAL EDUCATION ASSISTANT (TWO POSITIONS)

Career and Technical Education
Classified Represented Position
100%-12 Months

Temporary funded positions expected to last until September 30, 2017

The final date to submit all supporting documents is Tuesday, July 28, 2015 by 5:00 p.m.

Monthly Salary Range: $3,607.18 - $4,603.76 (Starting Salary $3,607.18)
Hours/Days to be worked: Monday-Friday between 8:00 a.m. and 4:30 p.m.

DEFINITION:
Under direction of the Associate Dean, Career and Technical Education, perform complex technical clerical duties involved in compiling statistical research reports and preparing and maintaining control of budgets in the Office of Career and Technical Education, and do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):
Duties may be include but are not limited to the following:

- Assists in the preparation of the District Vocational Education Plan and Applications for financial assistance for vocational programs, special programs and projects.
- Collects and compiles information needed to develop departmental budgets.
- Maintains and controls budget expenditures according to the funding source and College guidelines.
- Collects data for the VEA and GAIN applications, contracts, annual reports, and District claim for funds.
- Assists in the preparation of the VEA claim and writing of the year-end report reflecting the overall effort of the College in vocational education, including completing reports such as VEDS and IPEDS.
- Provides and maintains budget documentation for audits.
- Acts as a liaison with Fiscal Services officer and other departments on budgetary matters for vocational education.
- Assists in the development and maintenance of a system of follow-up for program graduates, completers and leavers (SSFS).
- Plans, organizes and supervises office operations for clerical staff, when needed.
- At the request of a supervisor, performs a variety of unscheduled duties normally and traditionally performed by a Career and Technical Education Assistant.
MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:
Associate Degree or equivalent, including a course in bookkeeping/accounting; four years of increasingly responsible clerical or secretarial experience; and budget preparation and monitoring experience, with strong accounting background and experience in working with spreadsheets and budget printouts.

KNOWLEDGE OF:
• Knowledge of federal and state vocational education funding and reporting procedures.

ABILITY TO:
• Ability to use a computer, operate an electronic calculator, meet fixed reporting deadlines, and work in a multiethnic environment.

ADDITIONAL REQUIREMENTS:
Willingness to attend conferences, meetings, seminars, etc., related to VEA, GAIN, and special projects.

DESIRABLE QUALIFICATIONS:
Two years of college-level business training is desirable, including one year of assisting in budget preparation which may be substituted for one year of experience.

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PROBATIONARY PERIOD
One year.

SALARY AND BENEFITS:
Salary and other terms of employment are competitive. Placement is at Range 42 on the District Classified Represented Salary Schedule which is available online at www.pasadena.edu.
Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr.
Applications completed and received by Tuesday, July 28, 2015 by 5:00 p.m. will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated. Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.
SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.
1. Cover letter
2. Professional resume
3. Unofficial transcripts of undergraduate work are required. **Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application**
4. Other information considered pertinent to the application (optional)

**Note:** It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District **will not** sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer