EDUCATIONAL ADVISOR (2 positions)
International Student Center
Classified Represented Position
100%-12 Months
#033

FINAL DATE TO SUBMIT THE DISTRICT APPLICATION AND ALL SUPPORTING DOCUMENTS
June 13, 2016 BY 5:00 PM

Monthly Salary Range: $4,224.12 - $5,391.16 (Starting Salary $4,224.12)
Hours/Days to be worked: 40 hours a week

We are looking for candidates who have the desire and ability to create a welcoming work environment that positively engages and impacts our diverse workforce and student population. Our goal is to create an inclusive working environment of collaboration, transparency, support, and shared leadership among all constituency groups: faculty, staff, administration, and students. We are looking for candidates who share the District’s vision and willingness to ensure equal employment opportunity, will assist in creating an environment that is welcoming to all, and that will foster diversity and promote excellence.

Under the direction of the Assistant Director of the International Student Center, the Educational Advisor assists program participants with obtaining and maintaining program enrollment and appropriate international student documentation, as well as monitors the attendance, goals and progress of program participants; and serves as a Designated School Official. The Educational Advisor prepares and delivers information and presentations related to immigration status, employment, academics, and other aspects of student life. The Educational Advisor also provides program information to students, parents, and the community.

DEFINITION:
Under the direction of a supervisor, Educational Advisors provide student services that support departments within Student Affairs designed to enhance student success.

SUPERVISION RECEIVED AND EXERCISED:
Receives general direction from a director or other appropriately designated management classification. Will not act in the capacity of a supervisor but may be required to provide lead direction to other staff.
EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):

• Under the direction of a supervisor, provides services in support of students enrolling in college, retaining students pursuing educational goals and helping students complete educational, career or program/department goals.
• Understand and relay general information regarding policies and procedures in individual or group format to staff and students.
• Assist students in navigating processes including completing appropriate paperwork such as petitions, forms, requests, and college and financial aid applications.
• Conduct group presentations to various audiences including prospective students, students, parents, community members, faculty and staff regarding services related to the goals of the college/department/program.
• Organizes events related to departmental goals and student needs.
• Prepares reports as needed.
• Serves as a liaison between entities critical to the success of the department such as college and high school, college and community organization, department to department, etc.
• Communicate information in oral, written and electronic format in a clear manner.
• Collects information from prospective students/students as needed.
• Maintains data for reporting purposes and submits reports as required by department/program.
• Performs outreach, recruitment and selection of students in accordance with department/program selection criteria, as necessary per grant/program requirements.
• Provides academic, career and personal advisement to participants, as necessary per grant/program requirements.
• Monitors student involvement and progress, as necessary per grant/program requirements.
• Supports all activities related to summer program activities, as necessary per grant/program requirements.
• Reviews paperwork for accuracy as directed by a supervisor.
• Performs general clerical duties as assigned; answer phone, check messages, and retrieve FAX messages.
• Performs other assigned duties which do not require professional competencies or which are assigned.

KNOWLEDGE OF:
• College admissions requirements, certification and transfer
• College career patterns and typical courses and majors for common occupations;
• College courses, prerequisites and general education requirements for local, out of state, and foreign colleges;
• Career and Technical Programs;
• Student Success Act; and
• Research techniques

ABILITY TO:
• Analyze a variety of factors related to comparability of coursework;
• Work with committees;
• Plan and present workshops and/or conferences;
• Work in a multi-cultural environment;
• Work independently with little direction;
• Establish and maintain cooperative and effective working relationships with others;
• Read, interpret, apply, and explain rules, regulations, policies and procedures; and
• Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
• Bachelor’s degree of its equivalent from an accredited college or university, and
• Two years of experience working with students in an educational setting
DESIRABLE QUALIFICATIONS:
• Knowledge of college career patterns and typical courses and majors for common occupations;
• Knowledge of college courses and prerequisites;
• Knowledge of research techniques;
• Course work in psychology, counseling or guidance;
• Experience working with high school age youth, student athletes, low-income, and/or disadvantaged youth;
• Having overcome disadvantages like those of the program/department target population;
• Experience working in a California community college; and
• Experience in making group presentations.

LICENSES AND REQUIREMENTS:
• Possession of, or ability to obtain, a valid California Driver's license by the time of appointment

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; 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, typewriter 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 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 46 on the District Classified Represented Salary Schedule which is available online at http://www.pasadena.edu/hr/documents/1516PCC-CFTupdated03-01-16.pdf.

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 June 13, 2016 at 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, applications MUST include all items in the order listed below. An incomplete application packet will not be accepted.

1. Cover letter
2. Professional resume
3. Transcripts (unofficial copies are acceptable). Official transcripts are required upon offer of employment. 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.
SUPPORTING DOCUMENTS (CONTINUED):

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