SPECIALIST, HIGH SCHOOL RELATIONS & COLLEGE ORIENTATION

Title V
Classified Represented Position
100% - 12 Months
#006

Final date to submit district application and all supporting documents: August 26, 2015 by 5:00 p.m.
Monthly Salary Range: $4,851.25 - $6,191.55 (Starting Salary $4,851.25)
Hours/Days to be worked: Monday-Friday between 8:00 a.m. and 4:30 p.m.

DEFINITION:
Under the direction of the Associate Dean, Pathways & Professional Learning, the Specialist, High School Relations & College Orientation will help service the District’s public and private feeder high schools and middle schools and will develop, coordinate, and conduct the College’s orientation program as part of the Matriculation Plan. The position does not supplant an existing position and will be discontinued if matriculation funds are not regenerated.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
• Acts as the college’s representative to the District’s public and private feeder middle schools, high schools and their districts.
• Initiates and conducts methods of servicing requests from local schools; routinely visits school sites; and prepares and organizes materials for distribution.
• Coordinates scheduled activities for the President’s Student Ambassadors.
• Interacts with other Student Services offices as necessary in the recruitment of students.
• Plans and conducts tours of the college as needed.
• Assists in the initiation and planning of activities which help interpret the college to the community.
• Participates as an active member of the recruitment team; assists in special programs; assists with research projects.
• Supervises student workers.
• Records data to monitor the status of prospective students.

OTHER DUTIES:
• Performs other duties as assigned.

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.
• Two (2) years of related experience, preferably in an outreach capacity in an educational setting or related customer service field.
• Experience working in groups.
KNOWLEDGE OF:
• Program initiation.

ABILITY TO:
• Work independently.
• Demonstrate creativity.
• Work in a multiethnic environment.
• Obtain and keep a valid California Driver’s license with a driving record that meets minimum standards established by the District’s insurance carrier.

DESIRABLE QUALIFICATIONS:
• Teaching experience.
• Experience at a professional level in working with high schools or with colleges in their school relations programs.

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. Additionally, this position requires independent travel to local middle and high schools. 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 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 54 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 Talent Applicant System (ATS) at www.pasadena.edu/hr. Applications completed and received by 5:00 p.m. on August 26, 2015 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 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. Official District application
2. Cover letter
3. Professional resume
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