



West Valley-Mission
Community College District

CLASSIFIED EMPLOYMENT OPPORTUNITY

APPLICATION DEADLINE: Monday, November 9, 2009 5:00 P.M.

PROGRAM COORDINATOR – ACCESS

*Categorically Funded**

West Valley-Mission Community College District

Under the direction of the ACCESS Program Director, the Program Coordinator will oversee, plan and organize the development of the ACCESS program activities which include workshops, 4-year college tours, scholarship searches, mentorship programs and other measures that promote retention and inspire academic success. The Program Coordinator will conduct workshops, make classroom and community presentations and act as a liaison in establishing a calendar of monthly events and activities. Responsibilities for this position also include collecting and maintaining student data. The Coordinator will work in collaboration with all other ACCESS Program staff in a team-centered environment.

*** Continuation of employment is contingent upon funding.**

ASSIGNMENT

100% of full time, 37.5 hours per week, 12 months per year. Schedule may change to occasionally include some evening or weekend hours, as needed. Work Location: Mission College. This position may be assigned to either Mission College or West Valley College, or re-assigned from one college to the other.

SALARY AND BENEFITS

- \$3,630 - \$3,951 – Entry level / \$4,762 maximum earnable excluding longevity and educational growth.
- Employer-paid medical, dental, vision for employee and dependents including children, spouse, or domestic partner (*benefit costs prorated for employees working less than 100% of full-time*)
- Employer-paid long-term disability for employee
- Voluntary life insurance
- State and Federal holidays plus 1 floating holiday annually; paid non-workdays between Christmas and New Year
- 12 days sick leave accrued annually (*prorated for employees working less than 100% and 12 months*)
- 10 to 22 days vacation annually (*prorated for employees working less than 100% and 12 months*)
- Educational growth incentive program from \$35 to \$175 monthly
- \$1,000 longevity award annually after 20 years of service
- CalPERS retirement
- Union-affiliated position with required dues

MINIMUM QUALIFICATIONS

Any combination equivalent to:

- Four years of college with major coursework in a field related to the assignment **AND**
- Three years of increasingly responsible student or human services work involving public contact.
- **Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a certified U.S. credential review service. Simple translation of the language on foreign diplomas,**

transcripts, coursework, or similar documentation will NOT suffice; thus, will cause the application packet to be judged as incomplete.

- Demonstrated ability to work with persons of diverse socioeconomic, cultural, disability, and ethnic backgrounds.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Job search skills, resume writing, and interviewing techniques.
- Public speaking and presentation skills.
- College and community resources available to students.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and diplomacy.
- Operation of microcomputer equipment and various software programs including word processing, database management, and spreadsheet computer applications software.
- Record keeping techniques.
- And skill in retention strategies for students who are low-income, first generation to college or disabled.

Ability to:

- Plan, organize and conduct workshops, classroom presentations and special events.
- Deliver oral presentations before students, faculty, staff and community groups.
- Organize and coordinate a mentorship program.
- Organize and coordinate a scholarship search program.
- Communicate effectively both orally and in writing.
- Serve as an advocate for the needs of the program and the program participants.
- Train and provide work direction to student assistants and others as assigned.
- Operate office equipment such as microcomputer, computer terminal, printer, calculator, copier and fax machine.
- Prepare and maintain statistical records, reports, databases, files logs and lists using microcomputers and peripheral equipment.
- Use word processing, spreadsheet and data base management computer software effectively.

- Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.
- Plan, organize, coordinate and implement program activities.
- Work independently with minimal supervision.
- Establish and maintain effective and cooperative working relationships with others.
- Handle multiple tasks simultaneously.

OTHER REQUIREMENTS

- Valid California driver's license.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks, which may be found in positions of the class). *To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made.*

- Conduct strategy meetings for calendar and program development.
- Develop, organize and coordinate activities to meet student needs (including workshops, activities, tours, cultural events, support in applying for financial aid).
- Recruit staff and faculty to run workshops/activities/tours/cultural events.
- Attend program meetings
- Perform recruitment, retention and tracking activities.
- Develop, organize and coordinate Mentorship Program.
- Develop, organize and coordinate a scholarship search program.
- Develop and conduct retention workshops.
- Serve on committees and work groups as requested.
- Prepare and maintain database of students participating in program activities.
- Train and provide work direction to student assistants and others as assigned.
- Help organize and support student outreach for the program in the college.
- Liaison with special needs programs at West Valley and Mission colleges and 4-year institutions.
- Refer students to appropriate staff/faculty/program for support.
- Oversee student information boards and activities, sign-up forms and reminder card system.

To receive a detailed job description that includes working conditions and physical demands, please contact the District Human Resources Department at (408) 741-2415.

APPLICATION DOCUMENTATION

Documents to be considered for this position must be received at the following location on the date and time noted above:

**District Human Resources Department
West Valley-Mission Community College District
14000 Fruitvale Avenue, Saratoga, CA 95070-5698
(West Valley College Campus – Administration Building
by Lot 4).**

REQUIRED DOCUMENTS

To insure fairness and consistency to all candidates, do not submit materials other than those identified below. *Submit all application materials in the following order:*

- A completed West Valley-Mission Community College District Classified Employment Application** (see attached).
- A completed Diversity Statement** (see bottom box of first page of the employment application).
- A current, typed, detailed resume.**
- A completed supplemental questionnaire** (see attached).
- Legible copies of ALL college transcripts to verify all degrees earned and coursework taken.** *Certified copies of transcripts will be required at time of hire. Copies of diplomas, grade reports, graduation petitions, transcript evaluation requests, or similar documents WILL NOT BE ACCEPTED IN LIEU OF TRANSCRIPTS.*
- U.S. Equivalency Certification for foreign degrees** (see minimum qualifications on first page of application).
- A completed Personal Data Report form** (see attached).

NOTE: All required documents must be submitted with your application packet; otherwise, your application will be considered incomplete and will not receive further consideration.

OPTIONAL DOCUMENTS

- Copies of licenses and certificates you possess as related to this position.
- Voluntary identification form (for statistical purposes only and will be kept confidentially in the Human Resources Department).

APPLICATION INFORMATION

- Submission of complete application documents to Human Resources by the deadline is the applicant's responsibility. Postmarks will not be accepted.
- Incomplete or late documents will not receive committee consideration.
- Application documents will not be sent to applicants or received by Human Resources via email or fax.
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.
- If transcripts are required, include copies of ALL college transcripts with application packet to verify all degrees earned and college coursework taken. **Please note:** *Certified copies will be required at time of hire.*
- *Copies of diplomas, grade reports, graduation petitions, transcript evaluation requests, or similar documents WILL NOT BE ACCEPTED IN LIEU OF TRANSCRIPTS.*
- 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.
- Un-requested documents, such as cover letters, letters of recommendation, and any other documents that are not specifically asked for under *Required Documents*, will be removed from the application packet.
- **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.**
- Include the job number on the application.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- West Valley-Mission Community College District will not sponsor any visa applications.

SELECTION PROCESS

- The committee will review, evaluate, and consider

applications and supporting materials received by the deadline.

- Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed.
- Reference checks for the finalists will be conducted.
- The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

INFORMATION AND APPLICATION MATERIALS MAY BE OBTAINED FROM:

HUMAN RESOURCES

West Valley–Mission Community College District
14000 Fruitvale Avenue
Saratoga, CA 95070–5698
<http://www.wvm.edu/hr>

Applicants who, due to a disability, require accommodations to complete the application, testing, or interview process, please contact Human Resources at (408) 741-2415 to arrange for assistance.

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

09/09

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• Add your email address to our **new** job vacancy list
• serve to be notified when new Classified, Faculty and /
• or Management positions are posted.
• http://www.wvmccd.cc.ca.us/hr/email_subscribe.php
•

NAME _____

WEST VALLEY–MISSION COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL QUESTIONNAIRE

**PROGRAM COORDINATOR
ACCESS**

Categorically Funded
West Valley-Mission Community College District
Mission College

The following questions seek basic information about your experience for this position. Be certain your answers are as complete and detailed as possible. Your answers will be evaluated based on content and presentation during the screening process. ***Please use additional paper to complete your responses.***

1. Briefly discuss your program coordination, planning, and development experience (including supervision, training, and evaluation of employees as well as coordination with other departments on projects).
2. During one of your events, two of your student workers do not show up for their shift. There are many tasks that you delegated to them. How do you resolve this issue immediately and in the future?
3. Tell us about your most recent experience preparing and maintaining budgets, financial or statistical records, reports, databases, files, logs and lists. What is your level of expertise and how comfortable are you with the necessary functions of Microsoft Office, especially Excel and Access?
4. Please tell us how well you relate to students with diverse academic, socioeconomic, cultural, learning/physical ability, sexual orientation, and ethnic backgrounds. Describe briefly how your own background helps you to work well with first-generation to college, low-income and/or disabled students (if applicable).

Please provide complete answers to the above questions. Merely referring to your resume or other documents will be judged as an inadequate response, and your application will not receive further consideration.



CLASSIFIED APPLICATION and Instruction Packet

PLEASE READ

Application Process:

- To be considered an applicant for a position at West Valley-Mission Community College District, all materials requested in the job announcement must be received no later than the filing deadline. (Postmarks and faxed documents are NOT accepted.) ***SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY. Incomplete and/or late applications will not receive committee consideration.***
- DO NOT SEND transcripts separately. Include copies with application packet. Certified copies are only required at time of hire.
- DO NOT SEND un-requested materials. Un-requested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "see resume" written across them.
- If supplemental materials listed on the job announcement as required documents are sent under separate cover, please include your full name and the position title you are applying for on the documents and forward them to the Human Resources Department; this is recommended to avoid misfiling or loss. The District is not responsible for documents submitted under separate cover that do not include the information noted above.
- The District is required to maintain a file, which will yield the composition of applicant flow. A form is provided for this purpose entitled "Statistical Information Questionnaire." Completing this form is voluntary. The form will be detached from the application, used for statistical data collection only, and be kept confidential.
- All submitted materials become District property, will not be returned, and will be considered for this vacancy only. Please photocopy your materials prior to submission.
- Applicants applying for different positions are required to submit a separate application and other required material for each position. Photocopies of application documents are acceptable.

Selection Process:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive a postcard to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- The District may choose to readvertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants. Supervisor(s) name(s) and telephone numbers must be included in the application.
- Any tentative verbal offer of employment is **contingent upon formal approval of the college Governing Board.**

Equal Opportunity Compliance: It is the policy of West Valley-Mission Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries regarding district policies may be addressed to the Director of Human Resources at 408/741-2060.

Conditions of Employment: In compliance with the Immigration Control and Reform Act of 1986, **all new employees are required to produce certain documents to verify their identity and right to work in the United States.** If you accept an offer of employment, you are required to have a current verification of a tuberculosis examination, be fingerprinted, swear to affirm allegiance to the United States and to the State of California, and abide by the District's Drug Free Workplace, Non-Smoking, and Sexual Harassment policies.

Future Employment: To obtain information about current vacancies, please access the web site at <http://www.wvmccd.cc.ca.us/wvmccd/hr/>.

Parking: Designated visitor parking is available in Lot 5 for 30 minutes. Applicants may park for a longer period of time in any of the designated fee parking lots, 3, 4, or 5 at a cost of \$2.00 (8 quarters).

14000 Fruitvale Avenue, Saratoga, CA 95070-5698 • (408) 741-2415

EXPERIENCE: DO NOT SUBSTITUTE A RESUME FOR THIS INFORMATION. List your present employer first. Account for all time during the past five years and for any employment pertinent to the qualifications of this position. Attach a separate sheet if needed. Complete all information requested.

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					

EXPERIENCE (Continued)

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					

GENERAL QUESTIONS: [Complete in Entirety]

YES NO

1. Can you, after employment, submit verification of your legal right to work in the United States? Upon employment you will be required to present documentation of your eligibility to work in the United States and to attest to your work eligibility. To be eligible for work in the U.S., you must be able to prove, that you are a) lawfully admitted for permanent residence or b) authorized by the Immigration and Nationality Act or by the U.S. Attorney General to be employed. The District will not sponsor any visa applications.

2. Are you willing to sign the loyalty oath supporting the Constitution of the U.S. and State of California? If no please explain on a separate piece of paper.

3. Have you ever had a credential suspended or revoked? If "yes," please explain on a separate piece of paper.

4. A. Have you ever been convicted of any criminal offense? If "yes," complete Part A on the Personal Data Report Form: Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

If "no," complete Part A on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial? If "yes," complete Part B on the Personal Data Report Form, please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

If "no," complete Part B on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

5. Have you ever been dismissed from employment for misconduct or unsatisfactory service? If yes, please explain on a separate piece of paper.

6. Do you have relatives currently employed by the District? If yes, please list their name and campus location.

Name _____

College _____

Relationship _____

Department _____

REFERENCE RELEASE (Check one only):

Reference checking is an important component of the WVMCCD hiring process and is completed on finalist candidates prior to formal recommendation of employment. Immediate and former supervisors as well as others are contacted during the reference check process. Please indicate your preference:

- I give my approval to contact my immediate and former supervisors and others during the reference check process. I authorize the disclosure of all information contained in my personnel files.
- I give my approval to contact my immediate and former employers, supervisors and others during the reference check process; however, I wish to be notified first before making the contacts. I authorize the disclosure of all information contained in my personnel files.

For WVMCCD use only
Contact Date: _____ By: _____

CERTIFICATION OF APPLICANT (READ BEFORE SIGNING)

I authorize any representative of West Valley – Mission Community College District to thoroughly investigate my background, including, but not limited to, my references, educational record work experience, and/or disciplinary information. I release the college, its agents and all other persons and entities from any and all liability for damage that may result to me on account of their compliance with this authorization. If employed, I understand that any untrue statements on this application may be grounds for dismissal.

Signature: _____

Date: _____

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL DATA REPORT FORM

West Valley-Mission Community College District – Human Resources Department

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS

NAME (Last, First Middle)	Social Security Number
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Our responsibility to students and the public, and restrictions outlined in the State Education Code § 87405-87406 and § 88022-88023, require that we request the following information.

- A. Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. **The following need not be reported (1) minor traffic violations for which the fine was \$100 or less; (2) any offense which was finally settled in a juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code § 781 or Penal Code § 1203.45; (4) any conviction specified in Health and Safety Code § 11361.5 (some marijuana offenses).**

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Date, City & State of conviction/arrest(s).	Specific charge or code section violated.	Disposition (results): how much fine; how long in jail or prison; how much probation	Remarks: state briefly any other particulars not already covered or information you wish to provide.

Please be advised that being convicted of a criminal offense does not necessarily disqualify you for employment eligibility. However, conviction of a sexual offense or controlled substance offense will automatically disqualify you as an employee. All employment selections shall be based upon job-related qualifications. Please contact the Human Resources Department at (408) 741-2155 should you have any questions or concerns.

- B. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Specific charge or code section violated.	County in which charge is pending.	Trial Date (if set)

I hereby give my consent to search for a criminal history by member of the police department, and I understand that a conviction for a sexual offense or controlled substance offense will automatically disqualify me as an employee.

I have listed the requested information

 (Signature) _____
 (Date)

STATISTICAL INFORMATION QUESTIONNAIRE

The information requested on this form is **voluntary** and will assist in evaluating the recruitment program and in accurately compiling required statistical reports for federal, state, and local agencies. This form will be detached from the employment application and will not be used to discriminate against, or give preference to, any individual.

Please check the categories that apply to you.

Male Female Vietnam-era Veteran Disability* (specify): _____

* A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment is considered to have a disability.

How did you learn about this position?

Completing the following will enable us to determine which recruitment sources are more effective.

- | | | |
|--|---|--|
| <input type="checkbox"/> Chronicle of Higher Education | <input type="checkbox"/> Job/Career Fair | <input type="checkbox"/> CA CC Registry List |
| <input type="checkbox"/> Women in Higher Education | <input type="checkbox"/> College or University | <input type="checkbox"/> HERC |
| <input type="checkbox"/> Black Careers in Higher Education | <input type="checkbox"/> NCAA News | <input type="checkbox"/> HigherEdJobs.com |
| <input type="checkbox"/> Hispanic Outlook | <input type="checkbox"/> Clubs or Organizations | <input type="checkbox"/> BlackCollegianNow.com |
| <input type="checkbox"/> Asian Week | <input type="checkbox"/> IMDiversity.com | <input type="checkbox"/> CareerBuilder.com |
| <input type="checkbox"/> Artweek | <input type="checkbox"/> NurseWeek | <input type="checkbox"/> Craigslist.com |
| <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> Sports Careers | |
| <input type="checkbox"/> Other Newspaper (specify): _____ | | |
| <input type="checkbox"/> Other (specify): _____ | | |

Ethnicity Instructions:

- Hispanic/Latino: All persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. **(If you mark this box, please do not mark any of the categories below.)**

*** If you did not mark the category above, please mark all that apply below.***

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- Asian: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.
- | | | | |
|---------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean | <input type="checkbox"/> Laotian | <input type="checkbox"/> Malaysian |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Thailand | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian |
- Black or African American (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- | | | | |
|------------------------------------|-----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Pacific Islander |
|------------------------------------|-----------------------------------|---------------------------------|---|
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, the Middle East or North Africa.

Position applied for: _____