



Interested Candidates, please apply to the **CLASSIFIED SHORT-TERM/TEMPORARY HOURLY EMPLOYMENT OPPORTUNITIES** online at <https://sjeccd.hiretouch.com/job-details?jobid=57> by Tuesday, March 19, 2019.

Position Type:

CLASSIFIED EMPLOYMENT OPPORTUNITY- Short-Term Temporary Hourly Assignment

POSITION TITLE: CLASSIFIED SHORT-TERM/TEMPORARY HOURLY EMPLOYMENT OPPORTUNITIES

Under Areas of Interest, select Clerical/Administrative since it's a temporary position as Program Specialist (International Student Program)

Required Documents:

Cover Letter, Resume, Unofficial Transcript Assoc Degree (Must include Award/Confer Date)

Opportunity Type:

Secretarial/Clerical

Department:

Counseling, Guidance and Matriculation-International Student Program

Posting Date:

3/12/2019

First Review Date:

March 19, 2019

Work Location:

San Jose City College

Position Status:

Temporary 2-months: April to June 2019 (30-40 hours per week)

Salary Range:

\$27.22-30.06 Hourly Salary (Range 89: Classified Salary Schedule Fiscal Year 2017-2018). Starting placement is generally at Step 1. No benefits.

Employment Start date:

April 2019

Position Summary: The Program Specialist reports to the Division Dean of Counseling, Guidance and Matriculation at San Jose City College. The work schedule is 2 months; 30-40 hours per week; Typical work week will be Monday-Thursday 9-5 pm, Friday 9-1 pm; Hours may be slightly adjusted if necessary

Position Purpose: Under the direction of an assigned administrator, coordinate a large number of activities within a special program ranging from recruitment to producing handouts and marketing materials and providing information to student participants. Functional direction may be provided by a Counselor or Instructor assigned to the program.

Duties and Responsibilities/Specific to Position:

1. Assist in the coordination and implementation of program activities.
2. Conduct community outreach, including public presentations and expanding and maintaining a community network, both on and off campus; presentations to be to both student groups and community members.
3. Produce and disseminate communication materials.
4. Plan and organize orientations and events.
5. Attend a variety of program-related functions on and off campus.
6. Coordinate general front office activities including referring students to appropriate locations, answering the phones, assisting in preparing reports and program correspondence.
7. Collect and assemble statistical data regarding program activities and achievements.
8. Maintain program accounts and perform regular bookkeeping activities.
9. Provide general administrative support to the program.
10. Learn and follow program policies and procedures.
11. Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

EMPLOYMENT STANDARDS**Knowledge of:**

1. Office administrative practices and procedures including filing and the operation of standard office equipment, particularly personal and online computers and appropriate application software – MS Office suite of applications, Internet browsers.

Skills and Ability to:

1. Ability to demonstrate success in communicating effectively before diverse audiences, establish and maintain cooperative and effective working relationships, speak and write clearly in English, and work with attention to detail.

Minimum Qualifications:

EDUCATION AND EXPERIENCE

1. Associate's degree.
2. Two years of related experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve; and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so

Desired Qualifications:

1. Bilingual abilities, desirable.
2. 2+ years experience working with F-1 international student population
3. Experience in international outreach/recruitment/marketing (***focus of position will be on follow up and social media***)
4. Knowledge of SEVIS regulations

Physical Demands:

Environment

1. Typical office environment.

Physical Demands

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Seeing to read a variety of materials.

About San Jose/Evergreen Community College District - Classified:

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse classified staff consisting of 41% Hispanic/Latino, 26% Asian/Pacific Islander, 5% Black/African American, 1% American Indian/Native American, 22% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.