

Title: Instructional Assistant - Student Success and Support Programs
1920-47

Job Category: Classified

Campus: Nevada County Campus

Department: Student Support Services

Opened Date: 02/07/2020

Closing Date: 02/28/2020

Description:

**INSTRUCTIONAL ASSISTANT – STUDENT SUCCESS AND SUPPORT PROGRAMS (OUTREACH)
STUDENT SUPPORT SERVICES
NEVADA COUNTY AND TAHOE-TRUCKEE CAMPUSES**

Sierra College is seeking a full-time Instructional Assistant – Student Success and Support Programs (SSSP) with an emphasis in Outreach. The Sierra Community College District covers more than 3,200 square miles and serves the Northern California foothill counties of Placer and Nevada, as well as parts of El Dorado and Sacramento. Since its founding in 1936, Sierra College has focused on quality instruction and meeting the evolving needs of the students and communities that it serves. We serve over 18,000 students throughout the region in both on-ground and online courses, including students at our main Rocklin Campus as well as at three centers located in Grass Valley, Tahoe/Truckee, and Roseville. The Nevada County Campus (NCC) primarily serves students who reside in the western Nevada County areas of Grass Valley, Nevada City, Penn Valley, and its nearby smaller communities. The ideal candidate will join a campus staff who understand that they have a great responsibility to the educational attainment and economic well-being of residents from these rural communities. As such, the ideal candidate will share the college’s commitment to educating and

supporting its racially and socioeconomically diverse student population. This includes understanding the socioeconomic challenges that students may face specific to living in this region. Our District prides itself on academic excellence, having been named an Aspen Prize for College Excellence eligible institution for 2019. **This position serves both centers located in Nevada County, at 80% in Grass Valley at the Nevada County campus and 20% in Truckee at the Tahoe-Truckee campus.**

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

As an institution, Sierra College is committed to eliminating the equity gap in all student populations with dynamic, learner-centered practices and policies that fully engage the college community. The ideal candidate will share the College's commitment to helping its racially and socioeconomically diverse students succeed in their degree and career objectives. Currently, Sierra College enrolls 18,300 students per term: 26% of Sierra College's students are Latino/a/x, 3% are African-American, 2% are Filipino, 5% are Asian-American, 1% are Native American, 6% are multiracial and 57% are White. As a Hispanic Serving Institution (HSI), Sierra College understands that it has a great responsibility to the educational attainment and economic well-being of our students.

The successful candidate will join a College dedicated to the use of culturally responsive strategies and methods that meet the varying needs of our students, faculty, staff, and surrounding community. Sierra College demonstrates its commitment to equity by supporting ongoing professional development for students, faculty,

and staff. These opportunities include trainings and workshops on equity and inclusion, SC4 (Sierra College Community, Creativity, Culture, and Collaboration Training), active Academic Senate standing committees concerned with student success and equity, a Presidential Equity Advisory Committee (PEAC), culturally responsive student engagement centers, support for our undocumented and AB540 students, campus-wide equity summits, a robust set of programs, events, and conferences related to equity-mindedness and supporting the success of our diverse students.

Under direction of an assigned manager, the Instructional Assistant—SSSP provides a full range of support in a variety of responsible and specialized duties related to participating in the planning, development, organization, coordination, and implementation of enrollment and retention programs, services, operations, and activities to assist, enroll and retain community college students. This position provides services and guidance to current and potential college students; assists in the coordination of campus career development programs; provides information to students and performs related duties as required to ensure compliance with District policies and applicable state and federal laws and regulations.

APPLICATION PROCEDURE

Required Documents

1. A Sierra College application,
2. Resume, and
3. A self-assessment that addresses the responsibilities and qualifications listed on the job announcement, including:
 1. The transferable experience, knowledge, skills and abilities to serve as an Instructional Assistant—SSSP.
 2. Evidence of responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g.,

physical and/or learning) as these factors relate to the need for equity-minded practice in the campus community.

Candidates must submit a Sierra College Online Application available at:

<https://sierracollege.hiretouch.com/>

DEADLINE: Applications must be received by the Sierra College Human Resources Department no later than FRIDAY, FEBRUARY 28TH, 2020. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Cover letters and resumes are not required but may be included if applicant so desires. Please note that letters of reference may be utilized during the reference checking process, but will not be provided to the hiring committee.

TRAVEL EXPENSES BORNE BY THE CANDIDATE

Other terms and conditions of employment are specified in the applicable collective bargaining agreements on file in the District Human Resources Department. Position description of record on file in the Human Resources Department.

*Sierra Community College District currently operates campuses in Rocklin, Roseville, Truckee and Grass Valley. In its management of a multi-campus environment, the District reserves right of assignment including the right to change assignment locations and shift assignments based on District need. Although this position may currently reside at the Rocklin campus, the assignment location may be subject to change as needed. Additionally, the district reserves the right to cancel, revise or re-announce this position as well as any and all positions at any time.

EEO EMPLOYER

Sierra College is an equal employment opportunity employer committed to nondiscrimination and the achievement of diversity among its faculty, staff, and students.

SIERRA COLLEGE HUMAN RESOURCES DEPARTMENT

(U BUILDING)

5100 SIERRA COLLEGE BLVD

ROCKLIN, CA 95677

(916) 660-7106 / hr@sierracollege.edu

Persons with questions regarding reasonable accommodation of physical and other disabilities should contact the Sierra College Human Resources Department at (916) 660-7105.

If you have limitations hearing or speaking, the State of California offers a specially-trained Communications Assistant (CA) that can relay telephone conversations for all of your calls. Dial 711 to reach the California Relay Service (CRS). Dialing 711 is for everyone, not just those who have difficulty hearing on a standard phone. If you prefer having your calls immediately answered in your mode of communication, dial one of the toll-free modality and language-specific numbers below. The call will be routed to the CRS provider.

Salary & Benefit Information:

Salary & Benefits: \$24.29 per hour, 40 hours per week, 12 months per year. Current work hours are subject to change in accordance with pertinent provisions of the collective bargaining agreement. Family coverage health, dental and vision insurance, P.E.R.S. retirement system, income protection, life insurance, sick leave, vacation, and holidays as provided according to District policy.

Duties:

EXAMPLES OF FUNCTIONS AND TASKS

Representative Duties - The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in high school outreach and other public and community related efforts; participates in the development and implementation of appropriate methods and procedures to optimize efficient and effective delivery of services to potential and enrolled students; assists with services to increase access, student retention and success.
2. Performs a variety of specialized duties related to the SSSP requirements regarding services for prospective, new, continuing and returning students; works closely with other departments and staff to ensure smooth implementation of SSSP component activities; communicates SSSP policies, procedures, regulations and other information.
3. Trains, supervises and provides support to student employees; tracks and maintains yearly student employee hiring process at assigned campus; conducts performance evaluations; records and verifies student employee time sheets and coordinates schedules; resolves conflicts between student and/or other temporary help.
4. Provides information and referrals on college programs, policies and procedures; explains program objectives and offerings; assists in the development and coordination of SSSP materials and handouts.
5. Reviews and assesses official transcripts from other educational institutions and verifies acceptable accreditation; calculates student cumulative data and grade point average (GPA), converting data to semester system if prior educational institution operated on a quarter system; assesses transfer curriculum to determine District degree applicability, analyzing comparability and determining if specific courses satisfy graduation requirements or whether to recommend substitution of courses; determines eligibility to use DD214 service record as unit credits. Serves as campus liaison to district Evaluators and SSSP Program Manager to coordinate the posting of transfer credit.

6. Performs academic records evaluation; evaluates Associate of Arts (AA) and Associate of Science (AS) degree petitions and certificate petitions.
7. Reviews and evaluates high school transcripts and standardized test results.
8. Completes CSU General Education and IGETC certifications.
9. Provides information to groups of students and/or parents regarding: campus resources, technology services, clubs, policies and procedures, including enrollment, registration, payment, financial aid, educational pathways, support services, and technology services.
10. Refers students to Counselors for educational planning, transfer and career planning, personal and crisis counseling.
11. Provides technical assistance to students in major, career, college, and scholarship exploration including online computer-aided searches to identify opportunities, resources, application procedures and timelines.
12. Assesses students' current knowledge and information needs to determine the appropriate starting point for using counseling department resources; follows department protocols to refer students to a Counselor as appropriate.
13. Clears prerequisites and registration holds, processes forms and petitions; enters data and maintains up-to-date and accurate records of student activity.
14. Assists in planning, coordinating, implementing, and evaluating SSSP related events, such as fairs, workshops, and other events.
15. Functions as a technical resource for students referred by Counselors and faculty for information and assistance.
16. Provides a wide variety of administrative support, may include but not limited to: composes and types correspondence, schedules meetings, appointments, and room reservations; attends meetings and serves on committees; performs general clerical duties; develops and processes forms; maintains and provides information, resource materials, and information on program activities.

17. Designs, implements, and oversees a Student Ambassador program to assist with recruitment and retention efforts; writes program guidelines; interviews, hires, trains, schedules, and evaluates student ambassadors.
18. Plans and coordinates college nights, informational meetings, orientations, tours, and other events targeted to junior high and high school students and their parents; prepares, installs and takes down exhibits and displays for college nights, fairs, and other outreach and recruitment events.
19. Schedules in-person visits to various companies/agencies to develop professional relationships, enhance student career exploration opportunities and promote departmental and district resources and services.
20. Performs related duties as required

Qualifications:**MINIMUM QUALIFICATIONS**

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college with major course work in education, counseling, or a related field.

Experience:

Two years of experience, supporting counseling, enrollment, and other student services.

Preferred Qualifications:

Bilingual (Spanish). As an emerging Hispanic Serving Institution (HSI) Sierra College understands that it has great responsibility to the educational attainment and economic well-being of our students.

Therefore, it is preferred for the candidate in this position to be fluent in Spanish for both written and oral communication.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Job Function:	Student Support Services
Hire Type:	External
Required Documents:	Resume or Curriculum Vitae