



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Application Deadline: November 4, 2019 at 5:00 p.m.

FYI/CAMP ADMINISTRATIVE ASSISTANT

12 months/year; 40 hours/week

Categorically Funded

BASIC FUNCTION:

Under direction of the FYI and CAMP grant managers, provides office and technical support for the First Year Institute (FYI) and College Assistance Migrant Program (CAMP) grant programs. Duties include but are not limited to the following:

REPRESENTATIVE DUTIES:

Assists the program manager with the day-to-day program operations and activities including student recruitment, contractual agreements with outside agencies, monitoring of grant funds, and the implementation of services provided.

Contacts other agencies, programs and departments to coordinate various program activities, field trips and workshops.

Assists in implementing program policies and practices pursuant to district, state and federal program regulations.

Reviews student files and evaluates eligibility for the program, along with HSI grant manager, and the services to be provided according to eligibility.

Advises CAMP and FYI program participants of their rights and responsibilities, program requirements, and services provided.

Maintains an assessment/tracking database to record student progress such as enrollment status, class attendance, educational plans, placement, academic progress, and FYI/CAMP grant program first year completion and retention rates.

Collects program data; reviews information for completion; prepares and/or assists with the preparation of a variety of reports and correspondence for information and financial purposes, including the annual CAMP grant report; maintains various files and records for auditing, tracking and other purposes.

Monitors budget allocations and expenditures; provides budget recordkeeping, under the supervision of the FYI and CAMP grant program managers.

May train and provides work direction to temporary employees, such as student assistants and tutors.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Arranges and schedules meetings and appointments; makes travel arrangements as necessary; orders, receives and maintains an inventory of office supplies and other materials; receives, opens, and distributes mail.

Attends meetings and workshops as directed.

Performs related duties as assigned.

QUALIFICATIONS:

Bilingual ability (English/Spanish) is preferred

Experience in working with special populations, particularly LatinX students, students from migrant and seasonal farm working backgrounds, and other underrepresented populations.

KNOWLEDGE OF:

Program regulations, policies, procedures; Modern office practices, procedures and equipment; Word processing, spreadsheet, and data base software; Recordkeeping techniques; Correct English usage, grammar, spelling, punctuation, vocabulary, and basic arithmetic; Interpersonal skills using tact, patience, and courtesy; and related community agencies.

ABILITY TO:

Interview and advise students from diverse ethnic and socioeconomic backgrounds; determine eligibility for program; read, interpret, apply and explain laws, rules, regulations, policies and procedures; plan, schedule, and perform a variety of program activities; analyze situations accurately and adopt an effective course of action; organize and prioritize work to meet timelines; train and provide work direction to others; compose correspondence and prepare reports; maintain a variety of records and files; establish and maintain cooperative and effective working relationships with others; understand and follow oral and written directions; work independently with little direction; complete work with interruptions and distractions; communicate effectively both verbally and in writing; meet schedules and timelines; plan, organize, prioritize, and schedule work; operate a variety of office equipment including a computer terminal and related software, calculator, copier, and others as applicable.

WORKING CONDITIONS:

Office environment; subject to interruptions and distractions

Physical demands include sitting, standing, reaching, bending, walking, and light lifting (up to 15 lbs)

SALARY AND BENEFITS:

The monthly salary range is \$3,533 – 4,419 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

APPLICATION PROCEDURE: By **November 4, 2019; 5:00 p.m.**, submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- Cover letter, including description of how experience and/or education directly relates to supporting underrepresented populations and demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students
- Resume
- Contact Information for 3 professional references (no letters please)

Incomplete application packets will not be forwarded to the selection committee.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*