



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: November 2, 2020; 5:00 p.m.

Program Specialist (15 hrs/wk @ \$21.25/hr)
ML ACE (Mendocino Lake Adult and Career Education) –Fort Bragg
Temporary Short Term Non-Continuing Assignment (STNC)
Duration: October 2020 –June 2020

GENERAL RESPONSIBILITIES:

Under the direction of the appropriate manager; provides program support and exercises autonomous project development and stakeholder deliverables.

Plans, coordinates, and conducts activities and/or programs

Designs and delivers presentation and workshops as required

Serves as a liaison between Mendocino College and appropriate stakeholders

Disseminates information on program

Coordinates schedules and makes appointments for stakeholders and program resources

Participates in the department meetings, provides information and/or reports on relevant issues

Assists, follows up, and supports stakeholders regarding program processes and sourcing other available programs and services

Prepares and maintains a variety of correspondence, reports, documents, and forms; maintains and organizes records and files. Keeps all necessary records and submit required paperwork in a timely manner

Maintains budget documents and reports

Operates a variety of office equipment including a computer and Microsoft Office software

Attends required meetings and professional development sessions as directed by the manager

Occasionally travel to off-site locations for program needs

Perform other duties, as assigned



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PROGRAM DUITES

Will work with the principal and teachers at the Fort Bragg Coastal Adult School to recruit, register and maintain appropriate records of ESL and High School diploma adult students

Will report to the director of ML ACE (Mendocino-Lake Adult and Career Education Consortium)

Will serve as a liaison with ML ACE, Mendocino College, Fort Bragg Coastal Adult School and the community

This position will involve sharing information about programs and resources available to adult learners in the Fort Bragg community

SUPERVISION EXERCISED:

None. May provide work direction to student workers and/or volunteers

EDUCATIONAL REQUIREMENTS

AA required, BA preferred

MINIMUM QUALIFICATIONS

Must meet Human Resources guidelines for qualified hiring; including by not limited to a Live Scan background check and completion of TB test.

Must have at least two years of experience in an administrative/educational environment

Bilingual in Spanish and English

LICENSES AND CERTIFICATIONS:

Employee must possess valid Class C driver's license, and an acceptable driving record. Must have access to personal vehicle (subject to mileage reimbursement) that can safely drive throughout Lake and Mendocino Counties.

Knowledge of:

Community resources, programs and needs associated with stakeholders; Interpersonal skills using tact, patience and courtesy; the needs and challenges facing stakeholders; public speaking methods; correct usage of grammar, spelling, punctuation, vocabulary; effective verbal and written communication skills; recordkeeping techniques; and strong technology skills

Ability to:

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of stakeholders; understand and interface with a broad range of community partners, agencies and organizations; gain an understanding of other programs/organizations/agencies and their processes; coordinate with internal and external partners in providing access to a full range of services and support; work independently; analyze situations accurately and adopt an effective course of action; communicate effectively both verbally and in writing; plan, coordinate, and implement activities; establish and maintain cooperative and effective working relationships with others; deal effectively with a wide



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variety of personalities in situations using sound judgment; meet schedules and timeline; plan and prioritize work; complete work with interruptions and distractions; work flexible hours including evenings; and drive personal vehicle throughout Lake and Mendocino Counties.

WORKING CONDITIONS:

Office environment; subject to interruptions and distractions. Physical demands include sitting, reaching, bending, walking, standing for long periods, and light lifting (up to 25 lbs). Repetitive motion based on computer/filing practices use may be required. Occasional outdoor environmental exposure; including but not limited to events and/or special projects.

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 15 hours per week, \$21.25 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE:

Submit the following materials, as a package, 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 at HRrecruiting@mendocino.edu or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/college/employment/employment-application-forms>
- Cover letter; including professional experience as it relates to the essential duties of this position. Please include how your background demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students and employees. (1-2 pages)
- Resume

*Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.*



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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.

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.