

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: Open Until Filled
First Review of Applications: February 22, 2019

Office Services and Registration Assistant (5 - 25 hrs/wk @ \$12.00/hr)
Lake Center
Short Term Non-Continuing Assignment (STNC)

Responsibilities: Under direction of the department manager, provides registration support, typing, duplication, and mail services for faculty and staff.

Assists registration staff in processing registration forms.

Assists center staff in making counseling appointments for students.

Creates and posts flyers, announcement and other signage on campus.

Types a variety of forms, documents, and correspondence for all faculty such as syllabi, tests, quizzes, memos, letters, envelopes, purchase orders, etc. (English and Spanish).

Provides information and assistance regarding District programs, policies, procedures, rules and performs a variety of duplication activities for all faculty and staff using high-speed photocopy equipment; copies, hole-punches, binds, and collates printed materials.

Receives and screens visitors and telephone calls, refers to others as appropriate; takes and forwards messages; communicates with faculty, staff, and students to provide information and assistance.

Maintains photocopy equipment and folding and binding machines in proper working condition, performing minor maintenance; replenishes toner; maintains an adequate stock of paper and supplies.

Operates a variety of office equipment including a computer and related software, typewriter, calculator, fax and others as applicable; maintains supplies.

Contacts individuals or departments when correspondence arrives via facsimile.

Maintains the work area in a clean, safe, and orderly condition.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of: Modern office practices, procedures, and equipment, basic recordkeeping techniques, reception and telephone techniques and etiquette, correct English usage, grammar, spelling, punctuation, vocabulary, and basic arithmetic, interpersonal skills using tact, patience, and courtesy, verbal and written communication skills.

Ability to: Use college student information systems to register students and make counseling appointments; perform a variety of clerical and office support duties including typing, duplicating, budget recordkeeping, and mail services; maintain records and files; communicate effectively both verbally and in writing; training and provide work direction to others as assigned; perform routine

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maintenance on office equipment to assure proper working condition; type at an acceptable rate of speed (English and Spanish); learn, apply, and explain policies, procedures, rules, and regulations related to the operation of the department; establish and maintain cooperative and effective working relationships with others; understand and follow oral and written directions; work independently with little direction; may be required to work evenings; meet schedules and timelines; plan and organize work; complete work with interruptions and distractions; operate a variety of office equipment including a high-speed photocopier, microcomputer, and related software, typewriter, calculator, and other equipment needed to collate, staple, and fold materials and others as applicable.

WORKING CONDITIONS

Office environment; subject to interruptions and distractions; exposure to heat and fumes from machine operation. Physical demands include sitting, reaching, bending, walking, standing for long periods, and light lifting (up to 15 lbs).

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 5 - 25 hours per week, \$12.00 per hour. The only benefits associated with this job are workers compensation, social security, and Medicare. STNC employees may be employed 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/sites/default/files/docs/personnel/application-classified.pdf>
- Cover letter
- Resume

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 cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two

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newly constructed and 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 community service 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.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. 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 and contribute to its growing diversity.

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 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. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.