

**Filing Deadline: Open Until Filled**

**ML ACE – Ft Bragg ACE Assistant  
Part-Time Temporary Assignment  
34 hours per month**

**RESPONSIBILITIES:** Under direction of the Dean of Centers and ML ACE Director

- Complete all data input into LACES and import export to TE for Quarterly reports
- Complete/ help with student registration, outcome tracking and updates as needed
- Serve as the alternate for FBUSD voting member at monthly ML ACE meetings
- Develop and submit one-time funding proposals on behalf of FB USD to ML ACE
- Meet regularly with Coastal Adult School Principal to communicate important State AEBG and ML ACE information and communicate important Adult School information ML ACE and State as needed
- Meet as needed with Dean of Centers and ML ACE Director
- Attend informational webinars as needed
- Attend sub-group meetings as needed

## **QUALIFICATIONS**

**Knowledge of:**

Proper office procedures and use of computers, software and database programs

**Ability to:**

Work effectively and cooperatively with the public, students, faculty, and staff; work a flexible schedule; keep records organized and updated.

**ASSIGNMENT/SALARY:** The work schedule will be determined at hiring. Pay Rate is \$19.55 per hour.

**APPLICATION PROCEDURE:** Submit a completed Mendocino College non-academic (classified) application to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482.

These materials may also be scanned and submitted electronically via email to Judy Harwood, jharwood@mendocino.edu. Application forms are available at the following link or the Human Resources Office, Room 1160 in MacMillan Hall:

[https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified\\_002.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_002.pdf)

Applicants are encouraged to also submit a cover letter and resume.

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College 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 4,500 students 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 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.

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 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.