

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

Application Deadline: Open Until Filled

Part-Time Temporary Assignment Student Life Coordinator (20 hrs/wk @ \$20.34/hr)

Responsibilities: Under general direction, provides clerical support in the day-to-day operations for the Student Life Center, including but not limited to:

Provides a variety of clerical duties which may include typing; copying; opening and distributing mail; updating documents

Assistance in the planning and execution of student events (WOW Week, College & University Day, Health Fair, etc.); planning weekly health snacks & advertising those to student body; overseeing Student Food Pantry; promotion of services offered to students; maintaining a variety of reports, forms, files and other related materials; may perform data entry and compile information for statistical and other purposes.

Performs a variety of reception duties including answering and routing phone calls; taking and forwarding messages; receiving and screening visitors; scheduling appointments, and answering questions regarding relevant college policies, procedures, rules, regulations, and forms.

QUALIFICATIONS

Knowledge of: Modern office practices, procedures, and equipment including a computer; word processing, spreadsheet, and database software; recordkeeping techniques; correct English usage; basic arithmetic; telephone techniques and etiquette.

Ability to: Provide clerical and reception duties in a busy office environment; prepare basic business correspondence; utilize effective interpersonal skills including tact, patience, and courtesy.

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.***

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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 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 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.