



Human Resources  
29 Cougar Court  
Taft, CA 93268  
661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Classified Employment Opportunity

Application Deadline: Thursday, August 10, 2017 @ 4:00 p.m.

### TRIO - Student Support Services Technician I

Classified Salary Range 15 ~ \$17.03 - \$21.73 per hour in six steps.

*Disclaimer ~ This program is categorically funded and continued employment is dependent upon adequate funding.*

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### DEFINITION

Under general supervision, performs a variety of specialized clerical duties in support of the TRIO-Student Support Services program; assists students through the process and with eligibility requirements. Perform related duties as required.

#### REPRESENTATIVE DUTIES

*Please refer to the Taft College website to view the complete job description.*

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Prepare and complete TRIO-Student Support Services documents, verify enrollment information, interview and advise students concerning eligibility, interpret requirements procedures and other related issues.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

#### Websites:

[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

#### Human Resources Department

#### Summer Hours:

Monday - Thursday  
7:00 a.m. - 5:00 p.m.  
Friday  
Closed

## **REPRESENTATIVE DUTIES, continued**

Maintain current knowledge of state programs regarding changes in eligibility requirements, application procedures and other related topics.

Attend meetings, workshops and conferences.

Assist the Coordinator in the preparation and maintenance of a variety of records, files and reports related to student and TRIO-Student Support Services activities.

Operate a variety of office equipment.

Assist in planning, organizing, developing and coordinating meetings and social functions.

Record and manage student files, grade records and progress towards degree.

Provide general information on the TRIO-Student Support Services program to new students and assist with the application process.

Create and distribute program flyers and bulletins.

Update and maintain the TRIO-Student Support Services website.

Assist Coordinator in maintenance of departmental budget and fiscal matters, by processing purchase orders and printing out program budget reports in Banner.

Assist Coordinator in the collection and data entry of TRIO-Student Support Services program MIS data and program effectiveness measures using software such as Banner, BLUMEN, Cognos, SARS, Degree Works, Excel and Laserfiche.

Receive and relay telephone calls as directed and schedules appointments as needed.

Make referrals to on campus and off campus resources.

Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

An applicant can meet minimum qualifications in one of two ways as listed below:

- (1) High school diploma or equivalent and two (2) years of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing software such as Microsoft Access, Excel and Word.
- (2) Associate Degree or equivalent and one (1) year of clerical experience using modern office technology including proficiency with database, spreadsheet and word processing software such as Microsoft Access, Excel and Word

### **Desired Qualifications**

Bilingual: Spanish/English

Two years of office experience in public education.

TRIO grant experience preferred.

Experience working with SCT Banner.

## **Physical Requirements**

1. Ability to work at a desk, conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules, policies and other printed materials.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to bend and twist and lift and carry 25 pounds.
7. Ability to reach in all directions.
8. Manual dexterity to handle or operate materials and equipment.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

## **PAY RANGE**

Range 15 on the Classified Employees Salary Schedule/Non-Exempt.

## **SUPERVISION**

Supervision is received from the TRIO-Student Support Services Coordinator. May take or give work direction on projects as assigned. This position may require supervision of a student worker.

## **HOURS & TERMS OF EMPLOYMENT**

Assignments are typically 19 hours per week and 12 months per year. The hours for this position are Monday – Thursday 8:00 a.m. – 12:00 p.m. and Friday 8:00 a.m. – 11:00 a.m. However, the hours may change due to department need. May require over-time, holiday or weekend work to meet deadlines. Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A District classified application or online Edjoin application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Transcripts (unofficial is acceptable).

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Classified online application submission: [www.edjoin.org](http://www.edjoin.org)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

### **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Thursday, August 10, 2017.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

### **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

### **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*