



**West Kern Community College District**

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

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

## Classified Employment Opportunity

Application Deadline: Friday, March 2, 2018 @ 4:00 p.m.

### Evaluator

Classified Salary Range 24 ~ \$3,744.00 – \$4,778.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

### 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 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

### DEFINITION

Under general supervision, performs a variety of complex technical duties involving the evaluation of student records and transcripts for graduation, transfer, and certification requirements; development and maintenance of transfer credit in Degree Audit system; perform clerical duties involving records maintenance and enrollment; provide technical assistance and information to students, staff, and the public.

### REPRESENTATIVE DUTIES

*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.*

### 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 Hours:**  
Monday - Friday  
8:00 a.m. – 4:30 p.m.

## **REPRESENTATIVE DUTIES, continued**

Evaluate student records and transcripts for completion of degree requirements, placement recommendations, and completion of general education requirements for admission to other colleges and universities; interpret course descriptions, analyze transcripts for courses and units completed, course level, content, unit value, and grading system from catalogs, written communication, and various electronic references.

Determine equivalency of courses completed at other educational institutions; check for course repetitions, prerequisites, and courses taken out of sequence; verify accreditation of other educational institutions attended by students.

Coordinate, with input from the Veteran's counselor, the entry of credit recognized for completion of military service in accordance with recommendations of the *American Council on Education*.

Review non-traditional education materials for possible granting of college credits.

Review, analyze and prepare various student petitions, including academic exceptions and renewals.

Coordinate printing of certificates and awards with the Admissions and Records Technicians.

Participate in meetings regarding student petitions and provides resource information.

Record and maintain information on an evaluation database to respond to student inquiries and tracks completed and pending evaluations.

Prepare general education certifications for California State University Breadth and Intersegmental General Education Transfer Curriculum.

Analyze student records to determine general education pattern and the application of college courses and "pass along" courses.

Interpret and communicate policies regarding evaluation and general education certification for counseling and advising staff and students.

Research college course descriptions and forwards to students or other schools as requested.

Work closely with counselors and advisors developing and interpreting the Degree Audit system. Develop course equivalencies to input into the Degree Audit system along with a process to link to the Student Information System (Banner); scribe degree, certificate and general education requirements into the Degree Audit system; assist in the troubleshooting and testing of the system.

Perform a variety of specialized clerical duties such as filing typing, data entry and retrieval, reception and general office support. Compose and mail correspondence.

Perform other related duties as requested or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

Associate Degree or equivalent and three (3) years of work experience in a college or other environment working with college degree programs, students or student records. Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

### **Desirable Qualifications**

Work experience with Banner and DegreeWorks.

## **PHYSICAL REQUIREMENTS**

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing sufficient to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards, and to handle paper.
4. Ability to sit for long periods of time.
5. Ability to lift and carry up to 20 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

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

## **PAY RANGE**

Range 24 on the Classified Employees Salary Schedule/Non-Exempt.

## **SUPERVISION**

Direct supervision is received from the Director of Admissions and Records. This position has no supervisory responsibilities. May take or give work direction on projects as assigned.

## **HOURS & TERMS OF EMPLOYMENT**

Assignment is typically 40 hours per week and 12 months per year. May require evening, over-time, holiday or weekend hours throughout the year. Work is generally performed indoors.

## **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
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

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 Friday, March 2, 2018.**

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, are 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.*