



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

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Thursday, August 2, 2018 at 4:00 p.m.

Distance Education Aide I

Classified Salary Schedule Range 15 ~ \$17.30 - \$22.07 per hour in six steps.

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.

Taft College's Full Time Equivalent Students are 2,582 with an average class size of 20. The College has a student body that is 55.9% Hispanic, 31.6% Caucasian, 6.2% African-American, 2.2% Multi-Ethnicity, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Undeclared 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, assist students and faculty with their tech support needs, performing Distance Education related tasks.

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.

Utilize web, mobile instructional technologies, Banner (INB), Cougar Tracks (SSB) and Canvas (CMS) for Distance Education related functions.

Support faculty, staff and students with distance education needs.

Film, caption and edit videos using video editing software.

Process and track purchase orders as needed.

Assist in directing student workers with their workload and task assigned.

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.

Website:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday - Friday

8:00 a.m. - 4:30 p.m.

REPRESENTATIVE DUTIES, continued

Perform administrator level technology support for Course Management System and to maintain web and social media platforms.

Work with programs such as Camtasia, Publisher, Excel, Word and more.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent and Four (4) years experience in customer service or student support services, including knowledge of navigating a Course Management System. Familiarity with video making, office related skills, and knowledge of programs such as Banner, Cougar Tracks, Camtasia, Canvas, Excel, Publisher, and Word. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Desirable Qualification

Associates Degree and Two (2) years of experience in an office setting.
Experience with current computer, web, and mobile instructional technologies.
Experience administering a Course Management System.
Ability to maintain web and social media platforms, video editing and captioning skills.
Experience with troubleshooting and problem solving.

Ability to

Ability to communicate effectively with students and Taft College Faculty and Staff.

WORKING CONDITIONS

Assignments are typically 19 hours per weeks and 12 months per year.
May require over-time or evening hours throughout the year.

Work is generally performed indoors, but may involve outdoor events or occasional travel to off campus sites for workshops, training or meetings.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1. Ability to work at a desk, a 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, other printed matter, and observing students.
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 lift 40 lbs.
7. Ability to carry 40 lbs.
8. Ability to reach in all directions.

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

ENVIRONMENT

Community college campus serving a diverse student population and with an emphasis on student success. Work is generally performed in a busy office environment providing direct student service and meeting varied deadlines.

PAY RANGE

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

SUPERVISION

Supervision is received from the Distance Learning Coordinator. This position has no supervisory responsibilities. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

19 hours per week, 12 months per year. May require over-time or evening hours throughout the year. The hours for this position will be between 7:00 a.m. – 5:00 p.m. Monday – Friday based on department need.

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 West Kern Community College District classified application or online Edjoin 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.

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

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 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.