



Now Accepting Applications for the Classified position of:

TRIO Technician



OUR MISSION

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 learning environment defined by applied knowledge leading to students' achievement of their educational goals.

OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

Taft is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

Taft College offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



Create Your Future With Us



ABOUT US

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

POSITION DESCRIPTION

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.



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Position Description

The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.

- Prepare and complete TRIO-Student Support Services documents, verify enrollment information, interview and advise students concerning eligibility, interpret requirements, procedures and other related issues.
- Maintain current knowledge of state programs regarding changes in eligibility requirements, application procedures and other related topics.
- 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.
- 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.



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QUALIFICATIONS

MINIMUM QUALIFICATIONS

An applicant may meet minimum qualifications in one of two (2) ways 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.

COMPENSATION

The salary range for the position is a Grade 15 with a range of \$17.76-\$22.67 per hour. This is a part-time, 12-month position.

EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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APPLICATION PROCESS

Applications will be accepted until March 8, 2019.

REQUIRED MATERIALS FOR APPLICATION:

1. Completed Classified Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume

SUBMIT APPLICATION MATERIALS TO:

- Email: tcjobs@taftcollege.edu
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

FOR MORE INFORMATION:

- Please visit: http://www.taftcollege.edu/human-resources/job_opportunities/
- Call: 661-763-7900
- Email- tcjobs@taftcollege.edu



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