Position Type:
CLASSIFIED EMPLOYMENT OPPORTUNITY

POSITION TITLE:
STUDENT RETENTION ASSISTANT (TRiO Talent Search) - 2 Vacancies

Position #:
1700079

Required Documents:
Cover Letter, Resume/CV

Opportunity Type:
Secretarial/Clerical

Department:
TRiO Talent Search

Posting Date:
07/17/2017

First Review Date:
08/06/2017

Work Location:
Evergreen Valley College

Position Status:
Full-time

Salary Range:

Benefits Available - Classified:
Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, sick leave and 18 paid holidays.

Employment Start date:
As soon as possible.

Position Summary:
The Student Retention Assistants (TRiO Talent Search) report to the Talent Search Program Supervisor at Evergreen Valley College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. - 5:00 p.m. These classified positions are grant funded and are contingent upon yearly funding.

About TRiO Talent Search:
TRiO Talent Search (TS) is a federally funded program designed to encourage high school students to complete their high school education and pursue higher education. TS provides young people with opportunities and assistance to explore their potential for academic, social, and personal growth. Its purpose is to provide equal access to post-secondary education for high school students by providing them with adequate preparation to enter college. Talent Search assists students with college selection and application, assistance in career planning, scholarships, financial aid to attend college, and much more.

Visit: http://www.evc.edu/StudentAffairs/Pages/TRIO-Talent-Search.aspx

This position is represented by CSEA (California School Employees Association), Chapter 363.

Position Purpose:
Under the direction of a Program Director or Dean, performs specialized and varied duties coordinating the delivery of services for program-identified students to increase the extent to which they complete their educational and career objectives; provides academic follow-up, evaluation and referral through retention monitoring.

Duties and Responsibilities/Specific to Position:
1. Attend classes and lectures in vocational and academic subject areas to identify and observe retention skills of students within the program.
2. Monitor student academic progress, provide advisement and support to students in need of improving or maintaining academic standing.
3. Review and discuss academic problems with student and faculty to identify methods for improvement and other available college assistance programs.
4. Assist faculty and students alike in coordinating learning activities and methods to optimize understanding of academic subject matter.
5. Coordinate and conduct group activities with program students such as study groups, workshops, and tutoring services.
6. Provide information and referral to other student service programs, financial aid, and community programs as necessary.
7. Provide assistance to and coordinate with program Counselors.
8. Collect, organize and analyze statistical data concerning program students in relation to their academic progress and the provision of supportive services; create and maintain retention database on microcomputer.
9. Research potential career opportunities with local community employers for students within the program.
10. Coordinate efforts between admissions, counseling and financial aid to ensure an effective intake process for identified program students.
11. Identify and provide activities designed to assist students with transfer to four-year institutions.
12. Provide assistance in conducting various student informational and motivational workshops.
13. Provide assistance in preparing program project plans and reports.
14. May make presentations to provide academic and program information to multicultural communities such as high schools and community-based organizations.
15. Perform other duties reasonably related to the job classification.

Knowledge, Skills, and Abilities:

Knowledge of:
1. Process of matriculation within the community college system.
2. Retention strategies.
3. Resources, services, and programs provided by a community college which could be utilized to extend and improve retention efforts.
4. Public presentation methods and techniques.
5. Federal and State financial assistance programs.
6. Modern office methods and equipment including computer terminal and microcomputer usage, word processing, database and spreadsheet applications.

Ability to:
1. Provide academic and career information to students which will be helpful in pursuing academic goals and job objectives.
2. Apply language skills to read, analyze and utilize procedures manuals, instructional textbooks, resource materials, and program/governmental regulations; write reports and correspondence; and effectively present information and respond to questions from groups of faculty, students and the general public.
3. Apply mathematical skills to add, subtract, multiply and divide using whole numbers, common fractions, and decimal; convert from one unit of measure to another; compute rate, ratio, and percent and to draw and interpret bar graphs.
4. Utilize reasoning skills to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form.
5. Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds.
6. Establish and maintain cooperative working relationship with those contacted during the course of work.
Minimum Qualifications:

**EDUCATION AND EXPERIENCE**

1. Any combination equivalent to: associate’s degree from a two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

2. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve; and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District’s hiring policy; or demonstrated equivalent transferable skills to do so.

**Desired Qualifications:**

1. Bilingual abilities, desirable.

About San Jose/Evergreen Community College District - Classified:

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2016, with enrollment of approximately 16,000 per semester, and an extremely diverse student population (Hispanic/Latino 41%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 1%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse classified staff consisting of 40% Hispanic/Latino, 29% Asian/Pacific Islander, 5% Black/African American, 1% American Indian/Native American, 20% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

**Equal Opportunity Employer Statement:**

San Jose/Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws.

**CONTACT:**

Human Resources/Employment Services, 40 S. Market Street, San Jose, CA 95113, (408) 270-6414.

**Application Procedures, Notes and Contact Info:**

Interested applicants MUST SUBMIT ONLINE ALL of the following materials by the closing date to be considered for the position (Posting at: https://sjeccd.hiretouch.com. Click "APPLY"):

1. A completed online San Jose/Evergreen Community College DISTRICT application.
2. COVER LETTER (Must state how you meet ALL the minimum qualifications in EDUCATION and EXPERIENCE as described in the job announcement Minimum Qualifications section. Also, state how you meet other qualifications)
3. RESUME, and
4. TRANSCRIPT(S) - NOT DIPLOMAS - (unofficial or official copies) for stated degrees (having confer/award dates) or courses. Official transcripts will be required prior to employment start date should the position be offered. If foreign degrees, must submit Equivalency Certification (See #6 of the Instruction Section below).

**ABOUT TRANSCRIPTS:**

If you do not have an electronic version of the transcript, you can get it scanned at Office Max, Office Depot, Staples, etc.; then attach the electronic version of your transcript to this online application at the later part of the application process.

**IMPORTANT NOTES:**
1. Only complete application materials will be considered (No exception for external applicants, current or former employees). Application materials must include: a. DISTRICT APPLICATION, b. COVER LETTER, c. RESUME, and d. TRANSCRIPT(S) - NOT DIPLOMAS - of stated degrees (having confer/award dates) and/or college course work. The criminal history explanation if any will NOT be forwarded to the screening committee.

2. Incomplete application packet and/or documents received by Human Resources after the closing date will not be considered (No exception for employees or non-employees).

3. Applications not having all required minimum qualifications in education and experience as stated in the Minimum Qualifications section will not receive further considerations.

4. Letters of Recommendation are not required and will not be included in the application packet. Additional documents that are not requested may not be included.

5. DEGREES must have been awarded by a college or university ACCREDITED by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.

6. FOREIGN DEGREES: Candidates with DEGREES and CREDITS earned outside of the United States must provide official certification of equivalency to U.S. degrees by a certified U.S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with the application. Simple translation of the language on foreign transcripts, coursework, or similar will NOT suffice; thus will cause the application packet to be judged as incomplete.

7. Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

8. Application materials become the property of the district and will not be returned or duplicated.

9. Travel expenses to attend the interview are the responsibility of the candidate.

10. Meeting the minimum qualifications does NOT assure an interview.

11. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

For assistance, contact:
Office of Human Resources, Employment Services
40 S. Market Street, San Jose, CA 95113
Phone: (408) 270-6414 Fax: (408) 239-8818
Email: Hremploymentservices@sjeccd.edu
Web site @ https://sjeccd.hiretouch.com or www.sjeccd.edu.