

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Equal Opportunity Employer

8/19/09

Cerritos College

Human Resources

TEMPORARY
EMPLOYMENT
OPPORTUNITY



PROGRAM
ASSISTANT II

CONTINUOUS RECRUITMENT

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Applications are being accepted to develop a list of qualified candidates for possible temporary clerical assignments as an hourly Program Assistant II.

DEFINITION

Under close supervision, the incumbent will assist in the technical and clerical support of the assigned unit and in the support of programs, events and activities.

EXAMPLES OF DUTIES

The incumbent may be asked to perform a varied number of duties, including but not limited to:

- Provide office technical support to the department.
- Answer phones; respond to basic inquiries from students, staff and the public. Refer inquiries to appropriate individuals for further assistance.
- Assist in the administration of budgets, including checking and tabulating statistical and financial data and maintaining spreadsheets. Audit, balance and check invoices, purchase orders, and claims. Compile figures on revenue or expenditures.
- Operate a computer on a daily basis to input, access and retrieve information, prepare reports, schedules, minutes and/or other needed documents.
- Operate a variety of office machine and computer programs.
- Perform other duties as required.

EMPLOYMENT STANDARDS

Education and Experience - Any combination equivalent to two years of college in an area directly related to the program(s) and two years experience in a position requiring independent judgment and decision-making in that related field. Experience in program development and/or office management and/or project coordination and/or a financial and accounting procedure is preferred. Experience working with diverse populations is desirable.

Knowledge, Skills and Abilities

Demonstrated ability to write clearly and concisely. Ability to: work both independently and cooperatively; maintain records and prepare reports; establish and maintain effective relationships with staff, the general public, and private and public agencies; prepare correspondence, reports & publicity materials pertaining to areas of responsibility; utilize computers and application software and communicate effectively, both orally and in writing. Ability to word process at the rate of 45 wpm is desirable. Knowledge of Outlook and Excel is preferred. Skills testing will be administered.

CONDITIONS OF EMPLOYMENT

- Hours of employment will be as needed by the department, Monday through Friday, not to exceed 8 hours per day or 40 hours per week or 1000 hours per year.
- All employment is temporary and assignment(s) will be made on an as-needed basis.
- Rate of pay will be \$11.34 per hour.
- Assignments may be made with short notice.

APPLICATION PROCEDURE AND DEADLINE

Applications will be submitted to the Human Resources Department and applicants will be scheduled for Skills Testing. An initial interview and reference checking will be conducted for those candidates who pass the Skills Testing. Candidates will be placed on an eligibility list based on the results of the Skills Testing and interview. As needs arise, the Human Resources Department will forward the eligibility list to a department. The employing Department may conduct further interviews of three to five candidates on the eligibility list.

Applicants will be required to present an original social security card before they are employed.

This employment opportunity will be open on a continuous basis. The District reserves the right to close this recruitment at any time but will not close the recruitment prior to September 21, 2009.