CLASSIFIED EMPLOYMENT OPPORTUNITY

For application/additional information:
Telephone: (562) 860-2451 x2284
Web Site: http://cms.cerritos.edu/hr/empopp.htm

Human Resources Hours:
8:00 AM - 5:00 PM (Monday through Friday)

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

ADMISSIONS & RECORDS TECHNICIAN I

Equal Opportunity Employer

09/29/15

ADMISSIONS & RECORDS
The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, veteran status, physical disability, mental disability, ancestry, sexual orientation, on the basis of these perceived characteristics, or on association with a person or group with one or more of these actual or perceived characteristics.

PROF I LE

Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college’s district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu/.

The Admissions and Records Technician I position works in the Admissions and Records Office of the college and reports to the Dean of Admissions, Records and Services. This position is responsible for processing enrollment applications; pulling student transcripts; communicating with students; and enrolling students in appropriate classes. The selected candidate will maintain the confidentiality of students and college personnel at all times. The selected candidate will enjoy working with people and problem solving.

The successful candidate will be able to use a personal computer; administrative software and office equipment; work independently; and meet all enrollment and processing deadlines. This position works with faculty, students, and staff and will support instructional divisions of the college as needed.

D U T I E S  A N D  R E S P O N S I B I L I T I E S

A job description with duties and responsibilities, knowledge, skills and abilities for this classified position can be found on the Human Resources page of the college website at (http://cms.cerritos.edu/hr/jobsclsea.htm) Candidates are advised to review this job description.

E M P L O Y M E N T  S T A N D A R D S

Education and Experience:

The position requires a high school diploma or the equivalent, supplemented by business courses and three years of customer service experience in a registration/enrollment or similar area.

S A L A R Y / F R I N G E  B E N E F I T S

- Grade 28 on District Salary Schedule ($3,194.00 - $3,829.00/month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000).
- Participation in the Public Employees Retirement System and Social Security.

C O N D I T I O N S  O F  E M P L O Y M E N T

- 11:30 am - 8:00 pm (Monday - Wednesday), 11:00 am - 7:30 pm (Thursday), 8:00 am - 4:30 pm (Friday), or as determined by the District.
- This is a full-time 12 - month classified position.
- Initial placement of employees on Classified Salary Schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.
- Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before they are hired.

A P P L I C A T I O N  D E A D L I N E

This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is 5:00 PM on October 27, 2015. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than 5:00 PM on October 27, 2015. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

A P P L I C A T I O N  P R O C E D U R E

For an application to be considered, a completed District Classified Employment Application form must be received at the following address:

   HUMAN RESOURCES
   CERRITOS COLLEGE
   11110 ALONDRA BLVD
   NORWALK, CA 90650-6298

S E L E C T I O N  P R O C E D U R E

Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.