SELECTION PROCEDURE

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.

For application/additional information:

Telephone: (562) 860-2451 x2284
Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 5:00 PM (Monday through Friday)
PROFYLE
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 Center for Teaching Excellence provides professional learning opportunities to all faculty and houses a comprehensive information location for faculty resources. Programs include New Faculty Orientation, (Face 2 Face) Mentors, Student Success Conference, numerous professional learning collaborations and technology workshops.

The Program Assistant will provide technical support and training to faculty and staff on a variety of devices and software, assist and support workshops and conferences, assist in creating a variety of forms, tutorials, flyers, and other training material, author the CTX website, reserve rooms for workshops, answer telephone calls, make appointments, update signage, greet walk-in visitors, and other related duties.

DUTIES AND RESPONSIBILITIES
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 www.cerritos.edu/hr. Candidates are advised to review this job description.

EMPLOYMENT STANDARDS
Education and Experience:
The position requires an Associates Degree or equivalent, and one year of experience in an administrative or program support capacity.

SALARY/FRINGE BENEFITS
• Grade 30 on District Salary Schedule ($3,468.00-$4,166.00/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.

CONDITIONS OF EMPLOYMENT
• Hours: 10:30 am - 7:00 pm (Monday - Thursday). 8:00 am - 4:30 pm (Friday).
• This is a full-time 12 - month classified categorically funded 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.

APPLICATION DEADLINE
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 September 28, 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 September 28, 2015. It is the applicant’s responsibility to ensure that all application materials are received. Candidates 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.

APPLICATION PROCEDURE
Interested applicants must submit:
• Classified employment application
• Letter of interest
• Resume
• Letters of recommendation

All above materials are to be submitted to the following address by the application deadline.

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