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)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

HR SUMMER Hours:
May 25-August 7, 2015
8:00 AM - 5:00 PM
(Monday through Thursday, closed on Fridays)

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).

Equal Opportunity Employer
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.

PROFILE

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 www.cerritos.edu.

The Program Facilitator will work in the Student Support Services division which consists of EOPS/CARE, Financial Aid and LINC, under the supervision of the EOPS Assistant Director and Dean of Student Support Services. The Leaders Involved in Creating Change (LINC) program provides supportive services to current and former foster youth to successfully transition from foster care to independent living and successfully complete their educational goals.

The program facilitator oversees the LINC program and will assist the community, including students, staff, faculty, and outside agencies in understanding the services and resources available for diverse student populations, specifically foster youth, low-income, first-generation, underrepresented, and under prepared college students. The program facilitator will advise students on college/campus procedures, monitor enrollment and registration, and develop and implement programs to enhance retention and academic achievement. Experience with community agencies and educational programs serving students would be beneficial. The candidate will have initiative and be able to work independently, will prioritize his/her work to meet deadlines, and coordinate multiple projects throughout the academic year.

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 http://cms.cerritos.edu/hr/jobs.csea.htm. Candidates are advised to review this job description.

EMPLOYMENT STANDARDS

Education and Experience:

The position requires a Bachelor's Degree in a behavioral science, social science, business, education, or a related area. Four years of experience in outreach program coordination, preferably in higher education, recommended but not required.

SALARY/FRINGE BENEFITS

- Grade 38 on District Salary Schedule ($4,177.00 - $5,024.00/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: 8:00 am - 4:30 pm (Monday - Friday)
- 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 on 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 August 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 August 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.

APPLICATION PROCEDURE

Interested applicants must submit:

- Letter of application indicating how you meet the required education and experience required for this position
- Completed District Classified Employment Application (www.cerritos.edu)
- Résumé of educational background and experience.

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