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 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 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 Assessment Center is one of four areas within Career Services, which is part of the Counseling Services Division. The area is responsible for the testing process of all students needing to be assessed for course placement into English, reading, math or ESL classes. This area serves as one of the four key components of the matriculation process as part of the Student Success and Support Program, for all new students.

The successful candidate will be responsible for the daily operations and functions of the Assessment Center and its computer lab. Included in these responsibilities are the administration and proctoring of tests, coordination of testing schedule, direct oversight of staff assigned to area, generating of reports, downloading of test results nightly, and troubleshooting technical problems. Additionally, the successful candidate will be expected to interact with college faculty, staff and students, as well as the general public. This position will also require outreach to local area high schools in order to coordinate on-site testing.

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/jobscsea.htm. Candidates are advised to review this job description.

EMPLOYMENT STANDARDS

Education and Experience:
The position requires an Associate’s degree in psychology, education, or a related field and one year of assessment and testing experience. Additional experience may substitute for some higher education.

Licenses and Certificates:
Requires a valid driver’s license.

SALARY/FRINGE BENEFITS
- Grade 27 on District Salary Schedule ($3,246.00-$3,889.00/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). Hours may vary depending on needs of department, which may include weekends.
- 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 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 October 13, 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 13, 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
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