APPLICATION PROCEDURE

Interested applicants must submit:

- Letter of application indicating how you meet each of the required qualifications for this position.
- Completed District Classified Employment Application (www.cerritos.edu)
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.

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

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://cms.cerritos.edu/hr/empopp.htm

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).
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 http://www.cerritos.edu

The Office of Academic Affairs is responsible for ensuring the success and monitoring of academic programs; supporting the work of the faculty; assisting in processing faculty payroll; maintaining college curriculum; and producing the college catalogs, class schedules, faculty payroll; maintaining college curriculum; and supporting the work of the faculty; assisting in processing the success and monitoring of academic programs; supporting the work of the faculty; assisting in processing faculty payroll; maintaining college curriculum; and producing the college catalogs, class schedules, academic calendars and other academic publications.

This Office works closely with the instructional divisions, financial departments, admissions and records, and human resources on a regular basis. As the Office of Academic Affairs can be the first point of contact for many of our students and faculty, the successful candidate must act as a friendly liaison. The candidate will also maintain the confidentiality of students and college personnel.

The Office of Academic Affairs is seeking a detailed-oriented candidate who can work at a fast pace, adhere to strict deadline, and be flexible with administrative duties involving curriculum meetings, as well as the review and processing of curriculum for submission to the state Chancellor’s office. The incumbent must be analytical, possess a problem-solving attitude, and be able to interact and work in collaboration with academic divisions to ensure that all information regarding curriculum be accurate. The assistant must stay current in state-mandated regulations for curriculum, which might require travel. The Curriculum Assistant will also assist in the production of the college catalog.

The candidate will report to the Dean of Academic Affairs. The candidate will represent the Office professionally and will provide assistance to the other personnel in the location as needed.

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:

Required:
The position requires an Associate’s Degree and three years of experience providing administrative assistant/support in higher education, preferably supporting an instructional area. Additional experience may substitute for some post-secondary education.

Preferred:
- Knowledge and/or experience with state and college requirements for curriculum development (course and program).
- Strong attention to detail and demonstrated skill developing and maintaining a curriculum management system.
- Ability to successfully train and collaborate with faculty and staff on college and curriculum based procedures.
- Strong verbal and written communication skills.
- Firm knowledge of PeopleSoft, faculty, and course

state operations.
- Ability to successfully coordinate complex projects dependent on multiple staff/faculty input for completion.
- Experience maintaining and editing a college catalog.

SALARY/FRINGE BENEFITS

- Grade 34 on District Salary Schedule ($3,809.00-$4,579.00/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 at Step 2.
- Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

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 July 14, 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 no later than 5:00 PM on July 14, 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.