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 (http://cms.cerritos.edu/hr/empopp.htm)
- 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

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 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 CalWORKs department is seeking individuals who are compassionate, creative, positive, and committed to student success to join an outstanding team of faculty, staff, and administrators to provide high quality services to our district, our community, and most importantly to our students. The CalWORKs Program Facilitator will work in the Admissions and Records division which consists of Admissions and Records, CalWORKs, and the Office of International Student Services, under the supervision of the CalWORKs Director and the Dean of Admissions, Records & Services.

The program facilitator will advise students on college/campus procedures, monitor enrollment and registration, and develop and implement programs to enhance retention and academic advisement. Experience with community agencies and educational programs serving students would be beneficial. The Program Facilitator will oversee and schedule events, student development activities, cultural trips, speakers, and other activities that encourage students to participate in college life.

The Program Facilitator will oversee the maintenance of all records and student database, ensuring confidentiality of student data, compiling statistical and other data for special reports.

Under the direction of the Director of Student Program Services the Program Facilitator will work to implement the CalWORKs goals and objectives found in the CalWORKs Unit Plan and the college Strategic Plan. The successful 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. Further, this position performs other duties as assigned.

**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 a Bachelors 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.