Barstow Community College

Enjoy excellent working conditions in an extraordinarily dynamic region. Small-town living with proximity to beaches, mountains, and desert. Enjoy conveniences of close-by cities like Las Vegas and Los Angeles while living in a small city of 23,000. Be on the cusp of innovation and join a college with more than $35 M in campus improvements underway.

Barstow Community College is a fully accredited two-year California community college. The single-campus district is located in the Inland Empire area of San Bernardino County. The College was established in 1959 and moved to its permanent facilities in 1964.

Barstow Community College offers on campus and off campus classes enhanced with instructional television and on-line courses available in general education and technical areas.

EQUAL OPPORTUNITY
The Barstow Community College District is an equal opportunity employer. The District encourages applications from all qualified individuals without regard to age, ancestry, color, religious creed, disability, marital status, medical condition, national origin, race, religion, sex, sexual orientation, Vietnam-era veteran status.

Barstow Community College District

Invites applications for the position of:

Student Success and Equity Coordinator

https://www.governmentjobs.com/careers/barstowcc

Barstow Community College
2700 Barstow Road
Barstow, California 92311
Phone: 760-252-2411 ext. 7232

Deadline to Apply: August 11, 2017
ASSIGNMENT
Under the direction of an assigned supervisor, work with faculty, counselors, deans, student services staff, and appropriate committees to assist in maintaining and improving processes and procedures for student success and equity and provide assistance in the implementation of the College’s Student Success and Equity Plans.

REPRESENTATIVE DUTIES
- Provide assistance in the planning, development, implementation, coordination of the College’s Student Success and Equity Plans. Assist in the data collection and data entry for the assessment of how the College is meeting the objectives within the plans.
- Assist with completing various SSSP reports and plans required by the State Chancellor's Office utilizing TracDat, SARS, SPSS, Argos, MIS reports, Banner reports, and other reporting software.
- Coordinate with counseling to provide intrusive interventions to student groups; sends notifications to target student groups to promote development of Student Educational Plan; assist in the collection and entry of data to ensure student contacts are captured.
- Provide assistance in the review and evaluation of all components of the Student Success and Student Equity Plans to ensure compliance with the plans, applicable college policies, federal and state codes and regulations. See job description for a complete listing of duties and responsibilities.

EDUCATION AND EXPERIENCE
Any combination equivalent to: Bachelor’s Degree and three years related experience or an Associate’s degree and five years related experience in providing administrative support and technical assistance for college programs and services. Additional experience may substitute for some higher education.

WORKING ENVIRONMENT
Environment: Office environment.
Physical Demands: Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. Please refer to the job description for the chart, which indicates the percentage of time spent on each of the essential physical requirements. Knowledge of
Modern office practices, procedures and equipment; certificate and degree requirements that accommodate disadvantaged; students; college application and enrollment procedures; student services available at the college; funding sources, requirements and services available to students from other agencies; budgeting practices regarding monitoring and control; community college and transfer program requirements; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; oral and written communication skills; use and applications of computer equipment; math skills sufficient to maintain financial and statistical records; laws, regulations, policies and procedures required to perform the duties of this position.

Abilities to
Carry out all aspects of the position; maintain confidentiality when appropriate or required; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; implement programs and services; read, interpret, apply and explain rules, regulations, policies and procedures; compose correspondence, reports and written materials independently; demonstrate sensitivity to diverse populations; establish and maintain cooperative and effective working relationships with others; perform work at all College locations; hand-eye-arm coordination; complete work with many interruptions; plan and organize work; use a personal computer; communicate information to individuals and small groups; read printed materials; follow written and oral instructions.

CONDITIONS OF EMPLOYMENT
Salary placement is Range 20 ($3,905.00 per month) on the Classified Salary Schedule. This is a full-time, 40 hours per week, classified service position. This position is subject to occasional evening hours.
Benefits: The District provides a comprehensive health and welfare package which includes medical, dental, vision, life insurance, and income protection. Current employer contribution not to exceed $16,400 per year. will receive 8 hours of sick leave and vacation per month, plus 17 paid holidays per year. Position is within the CSEA Bargaining Unit and subject to Association dues. Classified staff serve a probationary period of twelve months.

APPLICATION PROCEDURE
- Completed District Application for Classified Employment.
- Resume
- Unofficial copy of transcripts verifying educational degrees if applicable (official transcripts required upon offer of employment).

Above materials are to be submitted to:
https://www.governmentjobs.com/careers/barstowcc

You may contact Human Resources if you have any questions at (760) 252-2411 Ext. 7232

Applications will be reviewed by the Human Resources staff for minimum qualifications. Qualified applicants will be forwarded to the interview screening process. The top candidates will be invited to a committee interview. The committee will recommend the finalists who will be invited to a second interview with the Director of Enrollment Services and the Vice President of Academic Affairs.

PLEASE NOTE: Incomplete applications will not be considered. Resumes will not be accepted in lieu of a District application. Any application, resume or other materials submitted for employment at Barstow College will become the property of the District, and will not be returned to the applicant. The Barstow Community College District reserves the right to reopen, re-advertise or to delay the filling of any position.