

NON-INSTRUCTIONAL POSITION REQUEST 2017-2018

Internal Use

#: 2017-12

Requester Name: Donna Reed

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))
Student Services Assistant (current job description attached)

Position Will Reside in Division/Unit:

Assessment Center / Student Services Division

Indicate To Whom this Position Reports:

Dean of Student Services

Indicate if this position or a similar position has been presented to RAC previously and in what years:

A similar position was presented to RAC when the Assessment Specialist position was created that is currently held by Donna Reed.

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

The Student Services Assistant assigned to the Assessment Center would be responsible for ensuring that the Assessment Center be open to new, continuing, and returning students throughout the calendar year. Assessment testing is a core service that is required to receive priority registration and is required for proper placement into English, English as a Second Language, and mathematics courses. It is anticipated that the new Student Services Assistant position will allow for off-campus assessment testing to take place at high schools, continuation schools, adult schools, and similar venues. Test proctoring may not be performed by student employees.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

The only other employee that has similar responsibilities is that of Assessment Specialist. During the absence of the Assessment Specialist (e.g., vacation, sick leave, jury duty, etc.), the Assessment Center is required to close due to no other employee being trained and available to support the center and proctor assessment tests.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

The Student Services Assistant position will allow the Assessment Center to open twelve months out of the year with very little to no closure due to staff absence. Assessment tests will be proctored off-campus allowing a greater number of students to assess into the appropriate levels of English, English as a Second Language, and mathematics. Additional assessment tests proctored will also contribute to a greater number of assessment tests to be reported to the California Community Colleges Chancellor's Office via Management Information System (MIS) Student Success data in return for a greater allocation in Student Success & Support Program (SSSP) funding - 60% of which is dependent on services rendered.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

The Student Services Assistant will allow the Assessment Center to allow a greater number of new, continuing, and returning students an opportunity to take the English, English as a Second Language, and mathematics assessment tests to ensure students have the opportunity to complete one of the three core services required for priority registration and for proper placement into courses in accordance with the college catalog.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

The Student Services Assistant will support the college's Mission Statement and one of the planning priorities as follows:

LPC Mission Statement:

The Student Services Assistant to be assigned to the Assessment Center will allow for greater open access to new and returning students who may otherwise have been unable to take the assessment tests in English, English as a Second Language, and mathematics on-campus with a restricted schedule of availability.

LPC Planning Priority #2:

The Student Services Assistant will assist the college in providing the necessary institutional support for curriculum development and maintenance. Students who are unable to take the assessment tests are unable to complete one of the three core services required for priority registration and are unable to place into the appropriate levels of English and mathematics.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

- This need was described explicitly in a Program Review (Year 2017).
- This need was implied in a Program Review (Year _____).
- This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

The Assessment Center program review included the request for a Student Services Assistant in year 2017. The Student Services Assistant position is vital if the Assessment Center is to become available to new, continuing, and returning students twelve months a year and to be able to proctor assessment tests off-campus. Institutional studies from other California community colleges have shown that students who assess are more likely to enroll in college courses compared to those who do not take the assessment test.

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

Not applicable.

Range ~

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$ 48,507.00
Estimated Benefits Cost:	\$ 24,253.50
Total Cost for Position:	\$ 72,760.50

SD

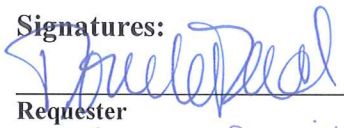
NOTE:

Full Time = 20-40 hours per week or 50% - 100%
 Regular Hourly = 18 hours or less per week (<50%)


**Costs: For accurate costs, requestor must contact College Administrative Assistant in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

Signatures:


 Requester
 Shawn Davidson
 College Administrative Assistant
 Office of Administrative Services

10/19/2017
 Date
 10/26/17
 Date


 Dean/Unit Administrator
 Vice President

10/19/17
 Date
 10/24/17
 Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provide clerical support in an assigned student services program including, but not limited to, EOPS or ASCC Flea Market; and assume responsibility for assisting in office management activities as well as providing direct assistance to students requiring a moderate degree of independent judgment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in planning, organizing, and coordinating the daily office operations of the assigned office.
2. Provide technical information on programs and services available; assist students in completing required forms and in locating services available in and out of the College; determine student eligibility based on program criteria using in-house software.
3. Maintain records and documentation of services provided; compile data, and prepare and type reports and correspondence.
4. Maintain working knowledge of standard operating procedures within the area of assignment, and of legislation directly affecting programs and services offered to or by students; interpret District, state and federal regulations and policies to provide accurate information and services to students and staff.
5. Process paperwork for various state and federal programs of student financial aid, including verifying and monitoring student eligibility and records, maintaining financial accountability and interpreting government laws.
6. Review and evaluate files to ensure compliance; evaluate student academic progress and advise students of subsequent options.
7. Prepare publicity materials for programs and activities; coordinate displays, exhibits, visitations, workshops and seminars related to the assigned program.
8. Organize and conduct orientation sessions for new and continuing students to become acquainted and updated on college and program policies, services, academic expectations and procedures.
9. Serve as staff liaison for other areas on campus and outside professional contacts at elementary and secondary schools, community agencies and organizations.
10. Assist in the preparation of related state, federal and district reports; resolve discrepancies as necessary.
11. Assist in recruiting, selecting and training students who participate in various student leadership and activity roles.
12. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations and procedures of the student services office to which assigned.
2. Basic interviewing techniques.
3. Methods and techniques of assisting and informing students.
4. Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
5. Technical aspects of field of specialty such as residency, transcripts or continuing education.
6. Principles and practices of record keeping and filing.
7. Interpersonal skills using tact, patience and courtesy.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.
9. Oral and written communication skills.

Ability to:

1. Perform specialized clerical duties related to the assigned student service area.
2. Interpret, apply and explain applicable rules, regulations, policies and procedures within the area of assignment.
3. Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
4. Schedule and prioritize work while working with frequent interruptions.
5. Type or enter data at a speed necessary for successful job performance.
6. Use correct English grammar, punctuation, and spelling.
7. Understand and follow verbal and written instructions.
8. Supervise student assistants.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of responsible clerical experience in a related program area involving public contact.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Chabot-Las Positas Community College District
Student Services Assistant (*Continued*)

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/19/01

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial - Fiscal