

Employee Services Department
2411 W. 14th Street
Tempe, AZ 85281-6942
(480) 731-8465 24 Hour Job Hotline: (480) 731-8444
TDD# (480) 731-8043
<http://www.maricopa.edu/hrweb>

JOB OPPORTUNITIES

August 9, 2010

INTERNAL/TRANSFER POSITIONS

GENERAL INFORMATION

To qualify as an Internal/Transfer applicant, an employee must be:

Approved by the MCCCCD Governing Board and working in a board approved budgeted position (regularly funded or specially funded). Eligible Skill Center employees are also considered internal applicants. Temporary, time card, short term employees (including One-Semester-Only or One-Year-Only MCCCCD Governing Board approved employees) are NOT internal applicants.

To be considered for an advertised position, all applicants must submit a completed and signed application. Detailed resumes are highly recommended but will not be considered in lieu of an application. All application materials must be submitted, using the on line application system, by Midnight on the closing date.

Internal/Transfer applicants who meet minimum qualifications for the position will be interviewed.

To check status of search: <https://applycf.dist.maricopa.edu/CFIDE/application/user/status/page1.cfm>

MARICOPA COMMUNITY COLLEGES: JOB OPPORTUNITIES

Applications must be submitted via OLA (On-Line Application). Online applications must be received by Midnight on the closing date stated for the position. For Internal, applications must be submitted on-line through my.maricopa.edu HRMS Self Service.

INTERNAL ONLY

POSITION

8-5-2010

Administrative Secretary I

Location	Scottsdale Community College	Entry Range	\$25,030.00 - \$29,447.00
Grade	006		
Department	Fitness Center	Hours	Mon-Fri, 8am - 5pm; some evenings/weekends possible
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/13/2010
Posting Number	09100497-4		

JOB SUMMARY:

Performs a wide variety of secretarial and administrative duties. Maintains records through computer programs. Assists with scheduling, navigating the Student Information System (SIS), and online budget tasks using College Financial Systems (CFS), including money deposits/reconciliation. Works with faculty in managing the student Fittrak System. Acts as front desk customer service liaison.

ESSENTIAL FUNCTIONS:

50% - Performs data entry tasks, maintains records

25% - Performs data analysis

15% - Provides front desk customer service, assists with scheduling needs, works with Student Information System

10% - Provides bookkeeping, reconciliation, works with online budget system

MINIMUM QUALIFICATIONS:

- Experience as a receptionist or with front desk customer service
- Experience with a variety of computer programs, including databases and tracking systems
- Good organizational and record-keeping skills
- Experience working with a diverse group of people

DESIRED QUALIFICATIONS:

- Experience with Student Information Systems
- Knowledge of, and experience with College Financial Systems or related online budget system
- Advanced computer skills and experience working with the Internet/web pages
- Basic knowledge of fitness center equipment
- Knowledge of, and experience with the Fitness Trak system
- Demonstrated ability in multi-tasking

SPECIAL WORKING CONDITIONS:

May require lifting up to 25 lbs. May require some evenings and weekend hours.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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INTERNAL ONLY

POSITION

8-5-2010

Administrative Secretary I (Part Time)

Location	Scottsdale Community College	Entry Range	\$21,275.50 - \$25,029.95
Grade	006		
Department	Motion Picture/Television	Hours	Monday-Thursday, 8:00am - 5:00p.m. Friday 10:00a.m. - 12:00p.m.
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100509-4		

JOB SUMMARY:

performs secretarial and routine administrative duties such as typing in a variety of formats, compilation and maintenance of a variety of records, coordination of activities with other staff and departments and serving as communications liaison for the supervisor. Maintains a broad awareness of ongoing activities in the assigned and related areas in order to respond to inquiries and relieve the supervisor of administration detail. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 30% - Formats, types, transcribes and proofreads documents, inputs data, updates student information and maintains databases, manages traffic flow, may direct the work of student and temporary workers.
- 20% - Screens and routes telephone calls, provides a variety of information regarding the activities and functions of the Motion Picture/Television department
- 20% - Composes correspondence, monitors expenditures, inventories and orders supplies
- 20% - Establishes, compiles and maintains calendars, files, logs, lists and records, both manual and computerized which may include financial, personnel, academic and instructional records
- 10% - Performs other related duties specific to the area as assigned

MINIMUM QUALIFICATIONS:

- Secretarial experience and/or related training and education involving public contact and coordination responsibilities in an active office
- Computer experience using office software, e-mail and the Internet
- Use of proper English grammar, vocabulary and spelling
- Effective oral and written communication skills

DESIRED QUALIFICATIONS:

- One to two (1-2) years of experience with television and/or film production
- Experience with PC and Macintosh computers and Microsoft Office software (Word, Excel)
- Experience in an educational institution
- Experience working with confidential information

SPECIAL WORKING CONDITIONS:

May require flexible hours (evenings and/or weekends) to attend special events, such as the film festival and student enrollment for block classes. May require prolonged periods of sitting and working with computers. May be required to lift up to 25 lb objects.

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INTERNAL ONLY

POSITION

8-5-2010

Audiovisual Technician

Location	Phoenix College	Entry Range	\$32,419.00 - \$38,140.00
Grade	009		
Department	Information Technology Oprtns	Hours	Monday thru Friday, 9:00am - 6:00pm
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100483-4		

JOB SUMMARY:

Maintains master schedule of AV services; coordinates circulation of AV equipment. Participates in the operation, setup and delivery of audiovisual equipment; performs routine maintenance and troubleshoots malfunctions of AV equipment. Participates in audiovisual and production projects; including recording, mixing and editing. Performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- 30% - Responsible for delivery, set-up and operation of AV equipment for events
- 25% - Works with faculty and staff to plan and deliver instructional technology support
- 15% - Installs and services instructional classroom technology and trains faculty and staff
- 10% - Schedules, circulates, and manages assets of AV equipment
- 10% - Performs maintenance and repair of AV equipment
- 10% - Provides support to campus including production, recording, editing, duplication and photography

MINIMUM QUALIFICATIONS:

- Proficiency with various computer platforms such as Mac and PC
- Experience working with Audio/Video and AV presentation systems
- Proficient in operation, maintenance and troubleshooting of audio systems and related equipment
- Experience in customer relations with a high level of oral and written communication skills
- Experience training others in the use of equipment

DESIRED QUALIFICATIONS:

- College degree from accredited institution in related field
- Two (2) years' experience mixing live audio
- Experience troubleshooting instructional classroom technology
- Experience multitasking
- Knowledge and operation of IT tools related to AV systems

SPECIAL WORKING CONDITIONS:

Will require evening and weekend hours for event coverage. Local travel may be required. May require Arizona State Class d driver's license. Will require lifting objects up to 50 lbs.

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INTERNAL ONLY

POSITION

8-5-2010

Clerk Typist (Half-time)

Location	Chandler-Gilbert Comm College	Entry Range	\$11,155.50 - \$13,124.00
Grade	004		
Department	Science Division	Hours	Mon - Fri, 9:00am - 1:00pm; (May be required to flex schedule on occasion)
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/13/2010
Posting Number	0475-1		

JOB SUMMARY:

Assists the division secretary and division chair by performing a wide variety of clerical duties such as reception, typing, filing, photocopying and simple record keeping for the Science Division at CGCC. Maintains a general awareness of ongoing activities and procedures in the assigned area in order to properly complete assignments and answer routine questions. Works with a diverse population of faculty, administrators, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 30% - Performs data entry
- 20% - Acts as receptionist for assigned area; screens and routes phone calls and visitors
- 20% - Relays messages and provides general information regarding the functions of assigned area
- 20% - Types, transcribes, proofreads, copies, collates, and files a variety of materials
- 10% - Sorts and distributes mail; prepares outgoing mail

MINIMUM QUALIFICATIONS:

- Receptionist or customer service experience
- Experience with standard office practices, procedures and equipment
- Experience with the use of proper English grammar, vocabulary and spelling
- Computer experience using office software

DESIRED QUALIFICATIONS:

- Experience working in a college setting
- Experience using email, data bases, online systems and the internet

SPECIAL WORKING CONDITIONS:

May be required to lift objects weighing up to 40 pounds. May be required to flex schedule on occasion. May be required to deliver items to other areas of the campus (i.e., exposure to elements).

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INTERNAL ONLY

POSITION

8-5-2010

Coord Transfer Services

Location	Phoenix College	Entry Range	\$48,254.00 - \$57,301.00
Grade	015		
Department	Academic Advisement	Hours	Monday thru Thursday, 9:00am - 6:00pm; Fridays 7:30a-4:30p
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100492-4		

JOB SUMMARY:

Coordinates, plans and supervises academic/transfer advisement activities. Develops advisement procedures for faculty and staff at the college. Advises students regarding programs including but not limited to advocating on behalf of students experiencing barriers to transfer, pre-professional advisement, transfer agreements. Coordinates advisement resources related to transfer and provides transfer related training to staff, faculty and students.

ESSENTIAL FUNCTIONS:

- 60% - Develops, directs, and coordinates a full range of student advisement and programs; advises other college personnel and students in programs and services. May act as a Transfer Student Ombudsperson (TSO), develops handbooks and faculty materials and brochures pertaining to advisement and transfer, etc.
- 20% - Attends district-wide and state committee meetings and student orientations
- 10% - Participates on college and district committees and task forces related to Student Services Advisement/Transfer
- 10% - Assists with preparing annual budget, serves as a liaison with local high schools and universities, prepares reports and proposals

MINIMUM QUALIFICATIONS:

- Knowledge of: academic advising methods; education institution offerings; curriculum, articulation and transfer of credits; college computer systems; assessment procedures; tests and measurements
- Experience supervising and managing the work of others within a department
- Effective oral and written communication skills

DESIRED QUALIFICATIONS:

- Master's degree or higher in Counseling, Education or related academic field
- Three to five (3 - 5) years' advisement experience in a higher education environment
- Experience working with a diverse group of people including students and faculty
- Experience advising student needs and translating into recommendations for programs
- Experience working with budgets

SPECIAL WORKING CONDITIONS:

May require some evening hours. May require Arizona State Class D Driver's License. Some local travel may be required.

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INTERNAL ONLY

POSITION

8-5-2010

Coordinator Science Lab

Location	Glendale Community College	Entry Range	\$39,759.00 - \$47,214.00
Grade	013		
Department	Chemistry	Hours	Monday - Friday 8:00am - 5:00pm
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/13/2010
Posting Number	09100477-1		

JOB SUMMARY:

Supervises and trains staff in the preparation of equipment and materials used for lecture and laboratory experiments. Develops and implements laboratory safety procedures that adhere to Occupational Safety and Health Administration (OSHA) standards, as well as outreach activities that promote science education. Maintains department budget.

ESSENTIAL FUNCTIONS:

15% - Assists faculty in the design of lab set-ups and protocols; plans and coordinates lab preparation activities including maintenance and inventory of chemicals, supplies and equipment;
25% - Trains, supervises and monitors Lab Technicians, students and temporaries in the safe preparation, cleaning and maintenance of laboratory equipment; develops, implements and oversees laboratory safety programs to insure compliance with OSHA standards; assists in developing and implementing programs to facilitate college-wide compliance with OSHA standards; develops and implements policies to insure the safe storage and handling of hazardous materials; maintains records and prepares reports as required; oversees preventive maintenance, repair and replacement procedures to insure effective operation of all laboratory equipment;
60% - Oversees the daily operation of the laboratory area and will develop operational procedures; prepares and maintains budget; analyzes and interprets data; maintains files; works with vendors; administrative duties; maintains database to monitor inventory; orders equipment and materials; provides field trip planning and support; performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- College degree in physical, life or biological science
- Supervisory experience in an academic or industrial laboratory
- Experience with computer software operation related to science lab preparation
- Experience following federal and state OSHA guidelines for safe laboratory practices and management of hazardous materials
- Experience with record keeping procedures and budget management
- Experience organizing work schedules and coordinating lab preparation activities

DESIRED QUALIFICATIONS:

- Experience in a chemistry laboratory in an academic atmosphere as a coordinator
- Chemistry background as it relates to academics.
- Bachelor's degree in biology, chemistry, cellular biology, biotechnology or molecular biology or related field

SPECIAL WORKING CONDITIONS:

Exposure to chemicals and organisms, which may present health hazards if not handled properly; may be required to lift objects weighing up to 50 lbs.; attendance at a lab safety workshop may be required; occasional evening hours may be required; may occasionally be required to work at the GCC - North Campus

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INTERNAL ONLY

POSITION

8-5-2010

Dean (Planning, Research and Development)

Location	South Mountain Comm College	Entry Range	\$83,359.00 - \$98,989.00
Grade	020		
Department	Office of the President SMCC	Hours	Monday-Friday 8:00am - 5:00pm Some weekends and evening may be required
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100496-3		

JOB SUMMARY:

Develops and administers the Planning, Research and Development Program (research; strategic planning; development; marketing & public relations) within existing policies and regulations. Serves as a college representative in working with the community to meet student needs.

ESSENTIAL FUNCTIONS:

- 30% - Plans, directs and evaluates programs/services for the Planning, Research and Development Program (research; strategic planning; development; marketing and public relations)
- 15% - Coordinates tracking systems, data collection, analysis and follow-up activities;
- 15% - Oversees and participates in proposal writing and contract with national organizations/networks; maintains liaison with related national organizations and networks
- 10% - Develops and administers policies pertaining to the overall college records and research function for student, college and statistical purposes
- 10% - Serves as college representative in working with agencies who provide services to colleges; Develops, supports and maintains liaison relationships with business, industry, agencies
- 10% - Provides policy development, long-range strategic planning, program designs and program management: administers external grants
- 10% - Directs the operational services that include preparation, recommendation and administration of the budget (operational and capital); stays current on compliance and reporting standards with state, federal and district regulations; responsible for security and confidential of assigned property

MINIMUM QUALIFICATIONS:

- Master's Degree
- Experience in strategic planning and budgeting
- Experience assessing the community needs and developing responsive programs
- Supervisory experience
- Experience communicating effectively orally and in writing
- Experience establishing cooperative working relationships with persons contacted in the course of performing duties

DESIRED QUALIFICATIONS:

- Doctorate preferred
- Two (2) - Three (3) years of experience with community college programs to include strategic planning and research and development

SPECIAL NOTES:

May be required to work evenings and/or weekend hours; may be required to lift objects weighing up to 25 lbs; may be required to travel to multiple sites.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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INTERNAL ONLY

POSITION

8-5-2010

Electrician

Location	Phoenix College	Entry Range	\$46,431.00
Grade	010		
Department	M&O - HVAC/Crafts	Hours	Mon - Fri 6a-2:30p (Fall); Mon -Thur 5a-3:30p (Summer)
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100494-4		

JOB SUMMARY:

Performs journey level electrical work in the maintenance, troubleshooting, and replacement of electrical systems and wiring in buildings and equipment; assists in a variety of related construction and general maintenance work in a commercial or industrial environment.

ESSENTIAL FUNCTIONS:

60% - Inspects, plans, repairs, installs, services and maintains electrical systems including conduit, lighting and power circuits, motors, generators, transformers, control equipment, switches, fire systems and other types of electrical components.
20% - Prepares and adheres to a schedule of periodic electrical system inspection and preventative maintenance.
10% - Performs cabling and wiring as necessary for the installation of computers and other equipment; checks blueprints on new construction and remodeling to identify possible electrical maintenance problems; requisitions electrical supplies and materials; performs general maintenance work as directed. Clean-up after work is completed.

MINIMUM QUALIFICATIONS:

- Proof of four (4) years of full time journeyman level experience in the field, or proof of completion of a nationally recognized apprenticeship program
- Experience with methods, materials, and equipment used in the electrical trade; design, installation, operation, testing, and repair of electrical switch gear systems (480 volt or lower); the N.E.C., OSHA regulations, local electrical codes and ordinances, repairing, installing, servicing, and maintaining electrical equipment and wiring systems

DESIRED QUALIFICATIONS:

- Experience in troubleshooting all electrical problems; performing equipment repair in a commercial environment
- Experience maintaining and troubleshooting lighting and power systems, motors, and control systems
- Experience installing and troubleshooting control systems such as relays, contractors, and switches
- Minimum three (3) years experience performing electrical service work in commercial and/or industrial environment
- Experience in maintaining and troubleshooting fire alarm systems, such as detectors, signal devices, and circuits
- Experience in reading and interpreting electrical drawings

SPECIAL WORKING CONDITIONS:

Requires lifting up to 50 pound objects and may require standing or stooping for extended periods of time. May be required to be on 24 hour emergency call. Valid Arizona Driver's License required; must meet district minimum standards regarding driving, <http://www.maricopa.edu/legal/rmi/vehicle.htm#requirements>

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INTERNAL ONLY

POSITION

8-5-2010

Honors Program Assistant (Specially Funded)

Location	Glendale Community College	Entry Range	\$32,419.00 - \$38,140.00
Grade	009		
Department	Honors Program Admin	Hours	Monday - Friday 8:00am - 5:00pm
Work Calendar	Irregular		
Opens	8/9/2010	Closes	8/13/2010
Posting Number	09100476-1		

JOB SUMMARY:

Ensures the effective, efficient operation of the Honors Program by assisting the program director in the planning and coordination of special events, recruitment, fund raising, and learning community activities. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 50% - Advises Honors Program students and prospective students on courses and services available
- 20% - Provides clerical assistance including data entry, preparing correspondence, monitoring budgets; answering phones and processing mail
- 20% - Maintains records and prepares statistical reports
- 10% - Coordinates activities such as recruitment events, recognition ceremonies, etc.; performs other duties as assigned

MINIMUM QUALIFICATIONS:

- Experience with standard office procedures, practices, equipment
- Experience with computer software such as Microsoft Office Suite, spreadsheets and databases
- Experience in the coordination of multiple projects and familiarity with educational programs
- Experience communicating effectively both orally and in writing
- Experience directing the work of others
- Experience maintaining accurate financial and statistical records

DESIRED QUALIFICATIONS:

- Experience with goals and activities of an Honors Program
- Experience working with students in a higher education setting
- Experience with grant preparation

SPECIAL WORKING CONDITIONS:

Some evening, weekends and flexible hours are required. May be required to lift objects weighing up to 50lbs. May require local and national travel; may require travel to off-site locations. State of Arizona Class D Driver License. Must meet district minimum standards regarding driving, http://www.dist.maricopa.edu/gvpolicy/adminregs/auxiliary/4_14.php.

SPECIAL NOTES:

This position works an Irregular Calendar, which would require working nine and a half months spread over a twelve month period of time. The break in service will not be during the summer months.

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INTERNAL ONLY

POSITION

8-5-2010

Mgr Technical Support

Location	Scottsdale Community College	Entry Range	\$48,254.00 - \$57,301.00
Grade	015		
Department	Instructional Technology Svcs	Hours	Monday - Friday 7:00am - 4:00pm May require evening and weekend hours
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100462-4		

JOB SUMMARY:

Manages the help desk, desktop support, and audio/visual personnel and provides service in solving complex operating problems with system related malfunctions and automated systems. Develops corresponding business and technological strategies for problem solutions. Acts as a liaison with management in the development and maintenance of policies and procedures.

ESSENTIAL FUNCTIONS:

- 50% - Manages college help desk, desktop support and audiovisual Tier1 and Tier2 support centers; reviews, tests and prepares for changes in existing systems and analyzes changes required by installation of new systems and software; provides troubleshooting
- 25% - Prioritizes and performs knowledge management tasks including monitoring service level agreements and help desk work orders to ensure high levels of end user satisfaction
- 15% - Conducts strategic planning; manages budget; writes procedures, prepares documentation and inventory information for all desktop computers and media equipment for new or replacement capital equipment orders and estimates
- 10% - Maintains liaison with all divisions/departments to keep informed of procedural and policy changes as they relate to desktop computer and media equipment needs; maintains liaison with outside vendors; supervises staff

MINIMUM QUALIFICATIONS:

- Experience in information technology end-user support and customer service
- Knowledge of, and experience with, computer hardware and software for large computer systems, desktop support and media services functions
- Successful track record of supervising, managing, and training staff
- Successful track record of managing end-user requirements in complex environments
- Experience developing technical procedures and knowledge base articles
- Effective written communication skills

DESIRED QUALIFICATIONS:

- College degree in Management, Technology, Electronic Media or related field and/or equivalent experience
- Experience managing help desk, call tracking and call center operations
- Knowledge of audiovisual communication and multimedia products
- Management or coordination experience within a higher education computer lab environment
- Knowledge of computer application virtualization in support of online and off campus learners
- Strong customer service background with direct services to students in higher education

SPECIAL WORKING CONDITIONS:

May be required to work evenings and weekends. May be required to lift objects up to 40 lbs.

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INTERNAL ONLY

POSITION

8-5-2010

Office Coordinator I

Location	Phoenix College	Entry Range	\$27,180.00 - \$31,977.00
Grade	007		
Department	Academic Advisement	Hours	Monday thru Friday, 8:00am - 5:00pm
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100480-4		

JOB SUMMARY:

Coordinates the daily operations of and provides office support to the office of Academic Advisement; provides clerical assistance including typing, filing, answering phones, maintaining department activities calendar; may record and prepare minutes of meetings; may develop promotional materials used in department; assists and greets the public and provides general information on accessing services at Phoenix College; utilizes independent decision-making and action within established guidelines; maintains student confidentiality.

ESSENTIAL FUNCTIONS:

50% - Provides clerical support and clerical assistance including typing, filing, answering phones; maintains department activities calendar; utilizes college financial system in budget related activities; develop office forms and procedures, and creates materials needed for office and campus projects; selects, trains and directs the work of student assistants; records and prepares minutes of meetings
30% - Assists current and potential students with information on accessing college services and resources; serves as communication liaison between supervisor and other administrators, faculty, staff, students and the external community
20% - Assists with other customer service, outreach, recruitment and retention activities specific to the assigned area

MINIMUM QUALIFICATIONS:

- Knowledge of standard office practices, procedures and equipment; use of proper English grammar, vocabulary and spelling
- Effective oral and written communication skills
- Computer skills and experience using databases and tracking systems such as a Student Information System
- Good organization skills
- Experience working independently in an office environment with multiple interruptions
- Experience maintaining accurate records

DESIRED QUALIFICATIONS:

- One (1) year of experience in any student services area at a college or university
- Knowledge of Student Information Systems (SIS)
- Basic knowledge of advisement/transfer program priorities

SPECIAL WORKING CONDITIONS:

May be required to work some evening and weekend hours in support of department activities. Local travel may be required.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

Maricopa Community Colleges: Employment Services, 2411 West 14th Street, Tempe, AZ 85281-6942

Phone: 480-731-8465 / Fax: 480-731-8599 web:<http://www.maricopa.edu/hrweb>

We are an EEO/AA employer.

MARICOPA COMMUNITY COLLEGES: JOB OPPORTUNITIES

Applications must be submitted via OLA (On-Line Application). Online applications must be received by Midnight on the closing date stated for the position. For Internal, applications must be submitted on-line through my.maricopa.edu HRMS Self Service.

INTERNAL ONLY

POSITION

8-5-2010

Office Coordinator II

Location	Phoenix College	Entry Range	\$29,614.00 - \$34,840.00
Grade	008		
Department	Facility Events-Fleet Services	Hours	Monday thru Friday; 8:00am - 5:00pm
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100486-4		

JOB SUMMARY:

Provides customer service to all internal and external department contacts. Coordinates scheduling and use of College event and instructional facilities. Assists the campus in providing scheduling and event support to a diverse student, faculty and staff population. Provides event planning support and maintains extensive knowledge of campus spaces and event/academic equipment inventory. Maintains detailed files for events, classes, meetings and availability of space. Creates and maintains event and academic inventory database. Oversees event and classroom set up, timeframes and reassigns spaces for classes/events as needed. Supports Fleet scheduling and reservations as needed.

ESSENTIAL FUNCTIONS:

- 40% - Schedules space and resources for internal and/or external events and meetings on campus using R25 (Resource 25) scheduling program. Monitors set up, take down and signage
- 40% - Schedules instructional space for academic use using Student Information Systems and R25, addressing instructional ADA concerns from College Disability Resource Center and faculty, enforcing State Fire Marshal occupancy guidelines
- 10% - Serves as back up for college fleet scheduling
- 10% - Performs administrative and secretarial duties including filing, copying, ordering supplies and other general office duties

MINIMUM QUALIFICATIONS:

- Experience working effectively in a fast paced environment with constant interruptions and competing deadlines
- Public contact experience with a high volume of interaction with diverse customers
- Computer skills and experience with software applications such as Word, Excel, other database management systems such as FileMaker Pro and email
- Experience working with online student information systems or similar tracking database
- Experience in scheduling facilities and resources
- Effective oral and written communication skills

DESIRED QUALIFICATIONS:

- At least three (3) years' experience in a high volume service or administrative office
- Experience in scheduling facilities, vehicles, resources or similar duties
- Familiarity with ADA instructional classroom scenarios and State Fire Marshal occupancy guidelines
- Experience working with Peoplesoft and Resource 25 (R25) scheduling systems

SPECIAL WORKING CONDITIONS:

May require viewing of computer monitor for long periods of time. May include evening and/or weekend hours as needed to accommodate event/meeting/office coverage.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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INTERNAL ONLY

POSITION

8-5-2010

Student Services Specialist (Recruitment)

Location	GateWay Community College	Entry Range	\$32,419.00 - \$38,140.00
Grade	009		
Department	Institutional Advancement	Hours	Monday- Friday, 8:00am-5:00pm, evenings and weekends may be required.
Work Calendar	12 Months		
Opens	8/9/2010	Closes	8/20/2010
Posting Number	09100481-4		

JOB SUMMARY:

Supports college strategic objectives by providing college recruitment services to include outreach activities in schools, community agencies, organizations, and business and industry to promote enrollment in higher education programs.

ESSENTIAL FUNCTIONS:

- 45% - Identifies target populations and visits schools, agencies and adult expos to meet with prospective students to provide college outreach information to include all programs of study, financial aid, registration, advising, testing and other special areas of interest.
- 25% - Plans and organizes on and off campus recruitment programs and tours for prospective students by planning agenda, speakers, presentation and coordinating appropriate program materials.
- 20% - Provides follow up services to all prospective students via phone, mail or email
- 10% - Responsible for data entry, reporting statistical information related to outreach statistics and other duties as assigned.

MINIMUM QUALIFICATIONS:

- Experience in student services procedures such as recruitment and outreach program needs of high school, college and community served.
- Experience developing and conducting public presentations to students, parents and community groups.
- Experience performing administrative work including, data entry, use of tracking software, Internet, email and other oral and written communications.
- Experience working with diverse populations.
- Excellent oral and written communication skills;
- Experience working in a fast-paced environment.

DESIRED QUALIFICATIONS:

- Bachelor's degree in related field and/or experience in customer service or an educational office environment.
- Three years experience in outreach and recruitment in higher education.

SPECIAL WORKING CONDITIONS:

May be required to work a flex schedule, extended hours, evenings, and weekends. May require prolonged periods of sitting and viewing a computer screen. Extensive local and some in-state travel may be required. A Class D Driver's License required. Must meet district minimum standards regarding driving, http://www.dist.maricopa.edu/gvpolicy/adminregs/auxiliary/4_14.php

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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