

Employee Services Department  
2411 W. 14<sup>th</sup> 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**

**July 6, 2009**

### **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. These documents may be mailed, faxed (480-731-8599), delivered to Employee Services, Room 226A or deposited in the drop box outside the District Office building by **5:00 p.m.** 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 received by 5 p. m. on the closing date stated on the Job Opportunities Bulletin. Applications must be submitted via OLA (On-Line Application), except M&O positions which can be submitted via OLA, hand delivered, mailed, or deposited in the drop box outside the District Office Building.

## INTERNAL ONLY

### POSITION

7-2-2009

#### Accountant II

<b>Location</b>	District Support Services Cntr	<b>Entry Range</b>	\$43,402.00 - \$51,539.00
<b>Grade</b>	014		
<b>Department</b>	SFRP MGR	<b>Hours</b>	8:00 A.M. - 5:00 P.M. (some evening & weekend hours)
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	6/29/2009	<b>Closes</b>	7/9/2009
<b>Posting Number</b>	08090332-2		

#### JOB SUMMARY:

Provides administrative support, fiscal oversight, and compliance reporting for various grant funds. Develops financial statements and other financial information for the District's radio stations and charter schools. Also, assists in preparation of year-end schedules for the Restricted Fund.

#### ESSENTIAL FUNCTIONS:

- 25% Monitors budgets and approves expenditures related to federal and state grants, provides analytical and management support for activities related to grants
- 25% Prepares various analytical accounting schedules, projections, reports, and materials for various internal and external agencies and administrators
- 20% Assists in developing, evaluating, and recommending revisions to accounting and fiscal budget procedures and processes
- 20% Consults with, trains, and advises other District Departments and Colleges on recording accounting transactions and maintaining fiscal records related to grants
- 10% Prepares annual financial statements for the District's Radio Stations for independent audits

#### MINIMUM QUALIFICATIONS:

- A college degree in accounting or related field and/or professional experience in accounting, or auditing
- Experience with preparation of accounting/audit schedules and accounting reconciliation's
- Experience with organizing and managing multiple projects
- Experience with on-line computerized accounting systems
- Experience working independently

#### DESIRED QUALIFICATIONS:

- Bachelor's degree in Accounting, related field or equivalent experience
- Two or more years experience in accounting and/or auditing
- Two or more years experience reviewing and monitoring detailed reports
- Two or more years experience preparing complex financial reports
- Experience interpreting regulations, laws, and guidelines
- Experience establishing cooperative working relationships with customers and peers

#### SPECIAL WORKING CONDITIONS:

Requires prolonged viewing of a computer monitor; requires some evenings and weekend hours; will require some travel, including day trips that require driving; requires State of Arizona Class D driver's license, must meet District minimum driving requirements; see standards regarding driving; <http://www.dist.maricopa.edu/grpolicy/adminregs/auxiliary/4 - 14.htm>

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

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We are an EEO/AA employer.

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## INTERNAL ONLY

### POSITION

7-2-2009

#### Administrative Secretary II

<b>Location</b>	Phoenix College	<b>Entry Range</b>	\$27,018.00 - \$31,786.00
<b>Grade</b>	007		
<b>Department</b>	Dental Assisting	<b>Hours</b>	Mon - Fri, 8:00am - 5:00pm
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	7/6/2009	<b>Closes</b>	7/16/2009
<b>Posting Number</b>	08090331-3		

#### JOB SUMMARY:

Performs a variety of secretarial and routine administrative duties such as reception, data entry, correspondence, managing phones, record keeping, personnel file maintenance and responding to inquiries for the Department of Dental Programs. Serves as communication liaison for supervisor. Works with a diverse population of administrators, faculty, staff, student and the public.

#### ESSENTIAL FUNCTIONS:

- 30% - Answers phone, provide general and program-specific information to requesting parties, assist part-time and full-time faculty with clerical or administrative work including assisting with meetings.
- 20% - Compiles and proofread various department and program documents; maintain department web pages; prepare reports or materials for meetings, orientations, reviews, special projects.
- 20% - Assists with payroll, prepare job assignments, order supplies, prepare requisitions, monitor department purchases and inventory.
- 10% - Collects and compile data for program review and program accreditation.
- 10% - Maintains department files including confidential personnel files, maintain department library and resource center, organize office systems.
- 10% - Composes routine correspondence, work in team environment as participating department member.

#### MINIMUM QUALIFICATIONS:

- Secretarial experience involving the coordination of diverse activities
- Experience with Word, Excel, internet, and email
- Experience maintaining confidentiality and handling confidential records
- Knowledge of standard office practices, procedures, and equipment
- Demonstrated ability to communicate orally and in writing using proper English grammar, vocabulary and spelling
- Performs effectively in an environment with many interruptions
- Strong organizational skills

#### DESIRED QUALIFICATIONS:

- Associate's degree and/or coursework and/or experience related to the position
- Advance experience in an administrative secretary position
- Experience working with databases such as CFS (College Financial System), SIS (Student Information Systems) and HRMS (Human Resource Management System) or similar databases
- Experience working in an educational institution

#### SPECIAL WORKING CONDITIONS:

May require some evenings, early or late hours; local travel may be required. Expect prolonged period of sitting at a computer; occasional need to lift objects weighing up to 40 pounds; possible direct exposure to blood borne pathogens and infectious diseases, ionizing radiation and hazardous chemicals; must complete training in HIPAA, sexual harassment, FERPA, and OSHA.

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

7-2-2009

#### Associate Dean (HR)

<b>Location</b>	Mesa Community College	<b>Entry Range</b>	\$73,817.00 - \$87,657.00
<b>Grade</b>	019		
<b>Department</b>	Office of VP Admin Services	<b>Hours</b>	Mon-Fri, 8:00 a.m. - 5:00 p.m.
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	7/6/2009	<b>Closes</b>	7/16/2009
<b>Posting Number</b>	08090321-4		

#### JOB SUMMARY:

Develops, plans and administers the College Human Resources (HR) activities to ensure consistent application of the district's policies/procedures and federal/state legislation; maintains professional liaison between the College and District HR department and other District offices.

#### ESSENTIAL FUNCTIONS:

- 40% - Develops, plans, and administers HR programs and policies of MCCCDC at the college as well as MCC related initiatives associated with the goals of the department and college; plans and implements college business processes relating to compensation, benefits, recruitment, hiring, searches, employee development and employee relations; provides leadership in HR strategic planning and project management
- 20% - Interprets policy language and provides information to the College President, administrators and employees to ensure policies are effectively administered; provides leadership for budget development for the College HR department.
- 10% - Acts as liaison to District Employment and other District Offices
- 10% - Analyzes data and makes recommendations and plans of action; resolves complex HR issues
- 10% - Supervises, mentors and coaches HR staff
- 10% - Prepares reports as requested and performs special projects assigned by the College President and Vice Presidents

#### MINIMUM QUALIFICATIONS:

- Knowledge of current employment practices and issues relating to HR operations
- Experience with development, evaluation and supervision of staff
- Experience coordinating activities with a variety of staff and departments
- Master's degree required
- Management experience in a community college environment
- Budget preparation experience

#### DESIRED QUALIFICATIONS:

- Experience in Community College HR administration and operations
- A high level of oral and written communication skills
- Doctoral degree preferred

#### SPECIAL WORKING CONDITIONS:

May require evening/weekend hours and travel between college sites and District Office. Requires a State of Arizona Class D Driver's License, must meet district minimum standards regarding driving, <http://www.dist.maricopa.edu/gvpolicy/adminregs/auxiliary>

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

7-2-2009

#### Dir. of State & Local Gov Rel

<b>Location</b>	District Support Services Cntr	<b>Entry Range</b>	\$73,817.00 - \$115,339.00
<b>Grade</b>	019	(starting salary, depends on qualifications and experience)	
<b>Department</b>	Government Relations	<b>Hours</b>	8 a.m. - 5 p.m. winter hours 7 a.m. - 6 p.m. summer hours
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	7/6/2009	<b>Closes</b>	7/9/2009
<b>Posting Number</b>	08090296-2		

#### JOB SUMMARY:

In conjunction with the Associate Vice Chancellor for Public Affairs, plans, develops and directs all aspects and phases of the District's State government relations operations concerning state funding and legislative provisions and state rules that affect the Maricopa Community College District. Represents the District at the State Legislature, with the Governor's Office, before State executive agencies, and with local government elected and administrative officials. Directs others in the Division of Public Affairs assisting in meeting the District's vision, mission, values and goals.

#### ESSENTIAL FUNCTIONS:

20% - Plans, develops and directs in conjunction with Associate Vice Chancellor of Public Relations all activities involving government relations; negotiates with state/local elected officials and staff to obtain additional funding, reform community college education and/or preserve and protect District programs. Develops reviews, analyzes and evaluates state public policy issue materials.

20% - Analyzes complex political and legislative problems and develops appropriate strategies, solutions and recommendations

15% - Prepares complex narrative, statistical reports for state elected officials and organizations; develops and prepares reports of law affecting District programs

15% - Develops, identifies, analyzes, compiles and monitors proposed and recently passed state legislation and determines potential impact on District; drafts bills and amendments for introduction in the Arizona legislature

15% - Represents the District as an authorized spokesperson both on an individual basis and before a variety of elected bodies and legislative governing board members and District management on political and legislative issues

10% - Develops and maintains network of constituencies, including the Governor, legislators, local elected officials, and their respective staff,

5% - Directs the work of staff; performs special assignments and related duties as assigned

#### MINIMUM QUALIFICATIONS:

-College degree in political science, public administration, communication or related field and/or professional experience directing a government relations operation.

-Experience with complex activities and operations of state and local legislative bodies, community, and governmental agencies.

-Experience directing, executing, and evaluating effective legislative strategies to reach solutions

-Experience with the techniques of legislative advocacy, legislative research and impact analysis

-Experience preparing and providing analysis for complex legislative reports

-Experience working with the Arizona legislative process

-Experience working with Arizona Revised Statutes

-Experience developing effective advocacy networks

#### DESIRED QUALIFICATIONS:

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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- Experience as a state legislative researcher and/or policy staff member or registered lobbyist in Arizona is preferred
- Experience that involves legislation affecting community colleges
- Experience performing complex legislative analysis, budget analysis and analytical research.
- Experience that demonstrates effective negotiating skills with legislative bodies
- Experience serving in the role of spokes person for an educational institution
- Experience communicating effectively, orally and in writing
- Experience developing cooperative working relationships with legislative staff, media, community leaders, governmental agency staff, community college board members and employees and others contacted in the course of performing assigned duties.

**SPECIAL WORKING CONDITIONS:**

This position requires travel; hours of work may vary to include early morning, evenings and some weekend hours, requires a valid Arizona Class D Driver's License; must meet district minimum standards regarding driving: <http://www.dist.maricopa.edu/grpolicy/adminregs/auxiliary/4-14.htm>;

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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# MARICOPA COMMUNITY COLLEGES: JOB OPPORTUNITIES

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## INTERNAL ONLY

### POSITION

7-2-2009

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#### Financial Aid Technician II

<b>Location</b>	Glendale Community College	<b>Entry Range</b>	\$32,226.00 - \$37,913.00
<b>Grade</b>	009		
<b>Department</b>	Financial Aid	<b>Hours</b>	Mon - Thur 9:30am - 6:00pm Fri 8:00am - 5:00 pm
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	6/29/2009	<b>Closes</b>	7/9/2009
<b>Posting Number</b>	08090335-1		

#### JOB SUMMARY:

Performs the more technical financial aid duties, responds to complex problems and inquiries, and may administer specific financial aid programs. Counsels students and parents regarding financial aid, coordinates office workflow and the consistent implementation of policies and procedures. Works with a diverse population of administrators, faculty, staff, students and the public.

#### ESSENTIAL FUNCTIONS:

- 60% - Financial aid application review, verification and award determination
- 15% - Assists students in person and by phone
- 10% - Verifies Satisfactory Academic Progress
- 10% - Determines and processes award adjustments
- 5% - Participates in the student petition process

#### MINIMUM QUALIFICATIONS:

- Experience with Student Financial Aid policies, practice and procedures
- Experience with computer software applications specific to financial aid, including an online student based information system
- Customer service experience working with persons from a wide variety of backgrounds and cultures
- Excellent communication skills - verbal and written

#### DESIRED QUALIFICATIONS:

- Knowledge of Federal Title IV regulations
- Three (3) years experience in higher education with responsibilities related to required duties
- Experience with PeopleSoft financial aid system
- Experience working in a high volume environment
- Financial Aid experience in Federal and State Financial Aid programs

#### SPECIAL WORKING CONDITIONS:

Position requires regular hours including one evening weekly, occasional weekends and additional evening hours. May be required to attend off site training/workshops/ conferences.

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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# MARICOPA COMMUNITY COLLEGES: JOB OPPORTUNITIES

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## INTERNAL ONLY

### POSITION

7-2-2009

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#### Financial Aid Technician II

<b>Location</b>	Glendale Community College	<b>Entry Range</b>	\$32,226.00 - \$37,913.00
<b>Grade</b>	009		
<b>Department</b>	Financial Aid	<b>Hours</b>	Mon 10:30am - 7:00pm, Tue - Thurs 8:00am - 4:30pm Friday 8:00am - 5:00pm
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	6/29/2009	<b>Closes</b>	7/9/2009
<b>Posting Number</b>	08090341-1		

#### JOB SUMMARY:

Performs the more technical financial aid duties, responds to complex problems and inquiries, and may administer specific financial aid programs. Counsels students and parents regarding financial aid, coordinates office workflow and the consistent implementation of policies and procedures. Works with a diverse population of administrators, faculty, staff, students and the public.

#### ESSENTIAL FUNCTIONS:

- 60% - Financial aid application review, verification and award determination
- 15% - Assists students in person and by phone
- 10% - Verifies Satisfactory Academic Progress
- 10% - Determines and processes award adjustments
- 5% - Participates in the student petition process

#### MINIMUM QUALIFICATIONS:

- Experience with Student Financial Aid policies, practices and procedures
- Experience with computer software applications specific to financial aid, including an online student based information system
- Customer service experience working with persons from a wide variety of backgrounds and cultures
- Excellent communication skills - verbal and written

#### DESIRED QUALIFICATIONS:

- Knowledge of Federal Title IV regulations
- Three (3) years experience in higher education with responsibilities related to required duties
- Experience with PeopleSoft financial aid system
- Experience working in a high volume environment
- Financial Aid experience in Federal and State Financial Aid programs

#### SPECIAL WORKING CONDITIONS:

Position requires regular hours including one evening weekly, occasional weekends and additional evening hours. May be required to attend off site training/workshops/ conferences.

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

7-2-2009

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#### Financial Aid Technician II

<b>Location</b>	Glendale Community College	<b>Entry Range</b>	\$32,226.00 - \$37,913.00
<b>Grade</b>	009		
<b>Department</b>	Financial Aid	<b>Hours</b>	Mon, Wed, Thurs 8:00am - 4:30pm, Tues 10:30am - 7:00pm Friday 8:00am - 5:00pm
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	6/29/2009	<b>Closes</b>	7/9/2009
<b>Posting Number</b>	08090342-1		

#### JOB SUMMARY:

Performs the more technical financial aid duties, responds to complex problems and inquiries, and may administer specific financial aid programs. Counsels students and parents regarding financial aid, coordinates office workflow and the consistent implementation of policies and procedures. Works with a diverse population of administrators, faculty, staff, students and the public.

#### ESSENTIAL FUNCTIONS:

- 60% - Financial aid application review, verification and award determination
- 15% - Assists students in person and by phone
- 10% - Verifies Satisfactory Academic Progress
- 10% - Determines and processes award adjustments
- 5% - Participates in the student petition process

#### MINIMUM QUALIFICATIONS:

- Experience with Student Financial Aid policies, practices and procedures
- Experience with computer software applications specific to financial aid, including an online student based information system
- Customer service experience working with persons from a wide variety of backgrounds and cultures
- Excellent communication skills - verbal and written

#### DESIRED QUALIFICATIONS:

- Knowledge of Federal Title IV regulations.
- Three (3) years experience in higher education with responsibilities related to required duties
- Experience with PeopleSoft financial aid system
- Experience working in a high volume environment
- Financial Aid experience in Federal and State Financial Aid programs

#### SPECIAL WORKING CONDITIONS:

Position requires regular hours including one evening weekly, occasional weekends and additional evening hours. May be required to attend off site training/workshops/ conferences.

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

7-2-2009

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#### Financial Aid Technician III

<b>Location</b>	Glendale Community College	<b>Entry Range</b>	\$35,388.00 - \$41,633.00
<b>Grade</b>	010		
<b>Department</b>	Financial Aid	<b>Hours</b>	Mon, Wed, Thurs 8:00am - 4:30pm Tues 10:30am - 7:00pm, Fri 8:00am - 5:00pm
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	6/29/2009	<b>Closes</b>	7/9/2009
<b>Posting Number</b>	08090330-1		

#### JOB SUMMARY:

Performs the more technically demanding financial aid duties, including determining award amounts and making awards in various programs. Has significant responsibility for counseling students and parents regarding financial aid. Coordinates office workflow and the consistent implementation of policies and procedures. May function as the liaison for external agencies. Works with a diverse population of administrators, faculty, staff, students and the public.

#### ESSENTIAL FUNCTIONS:

- 40% - Administers and reconciles Student Loan Programs
- 5% - Prepares and conducts program specific staff training
- 30% - Reviews and accepts financial aid awards
- 10% - Conducts individual student loan counseling sessions
- 10% - Addresses front line issues
- 5% - Participates in and /or acts on satisfactory academic progress appeals

#### MINIMUM QUALIFICATIONS:

- Experience with Financial Aid policies, practices, procedures and guidelines
- Experience with Federal and State financial aid programs
- Experience with basic financial record keeping and reporting
- Experience with computer software applications specific to financial aid, including an online student based information system
- Experience working with persons from a wide variety of backgrounds and cultures

#### DESIRED QUALIFICATIONS:

- Five (5) years experience in higher education with responsibilities related to required duties
- Experience with PeopleSoft
- Experience managing and balancing a federal, state, and/or privately funded program
- Student Loan Program management experience

#### SPECIAL WORKING CONDITIONS:

Position requires regular hours including one evening weekly, occasional weekends and additional evening hours. May be required to attend off site training/workshops/conferences.

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

7-2-2009

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#### Property Control Technician

<b>Location</b>	Mesa Community College	<b>Entry Range</b>	\$32,226.00 - \$37,913.00
<b>Grade</b>	009		
<b>Department</b>	Fiscal Services	<b>Hours</b>	Mon-Fri, 8am-5pm
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	7/6/2009	<b>Closes</b>	7/16/2009
<b>Posting Number</b>	08090336-4		

#### JOB SUMMARY:

This position identifies, records, and accounts for all capital equipment assets utilizing a computerized Property Accounting System at our Red Mountain Campus. Reconciles physical inventories of equipment and coordinates redistribution and/or disposal of surplus equipment. Work contacts include administrators, faculty, staff, external auditors, temporaries, and the general public. Equipment used includes standard office equipment, fork-lift, pallet jack, hand truck and inventory scanner.

#### ESSENTIAL FUNCTIONS:

- 20% - Processes property control transfer and disposal documents (computerized fixed asset system)
- 20% - Processes property loan agreements and update department records
- 20% - Conducts inventory of assets and reconciliation
- 15% - Collects obsolete equipment and delivers to surplus property for disposal
- 15% - Answers and responds to campus inquiries regarding property accounting; performs other duties as assigned
- 10% - Maintains records for cellular phones (accountable and allowance plan) and reconcile records; maintain and update Facility maps and inventory locations

#### MINIMUM QUALIFICATIONS:

- Experience with property accounting (fixed assets) and/or inventory control
- Customer service experience
- Experience with computer applications and online accounting systems
- Experience communicating policies and procedures
- Experience in recordkeeping
- Experience in standard office practices, procedures and equipment

#### DESIRED QUALIFICATIONS:

- Two or more years' experience in an inventory control position or environment
- Experience with Oracle accounting system or similar system
- Experience operating a forklift, pallet jack and two-wheel dolly
- Forklift Operator Certification
- Good written and oral communication skills
- Experience in an educational environment

#### SPECIAL WORKING CONDITIONS:

Must be able to lift objects weighing up to 50-75 lbs; may require frequent bending, stooping, standing or walking for extended periods of time; may require extended periods of time outdoors assisting with inventory or surplus; may be required to work at multiple sites; may be required to work irregular hours and/or weekends, requires a State of Arizona Class D Driver's License, must meet district minimum standards regarding driving, <http://www.dist.maricopa.edu/gvpolicy/adminregs/auxiliary>

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

7-2-2009

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#### Science Lab Technician (Replaces #90144)

<b>Location</b>	Mesa Community College	<b>Entry Range</b>	\$29,437.00 - \$34,632.00
<b>Grade</b>	008		
<b>Department</b>	Physical Science	<b>Hours</b>	Mon-Fri, 8am -5pm
<b>Work Calendar</b>	12 Months		
<b>Opens</b>	7/6/2009	<b>Closes</b>	7/16/2009
<b>Posting Number</b>	08090343-4		

#### JOB SUMMARY:

Primary responsibility is managing all laboratory set ups and support for the operation of evening chemistry laboratory courses. Assists with the laboratory support of astronomy, geology, physics and engineering courses on an as-needed basis. Maintains inventories of supplies and equipment. Places orders for supplies and equipment. Maintains a safe laboratory environment including handling and disposal of hazardous materials. Provides work direction to student workers. Keeps records and must be able to work independently without continual supervision.

#### ESSENTIAL FUNCTIONS:

- 50% - Evaluates lab experiments to determine equipment and supply needs; sets up lab materials for all lab courses, including assembling equipment and materials
- 30% - Maintains departmental inventories; keeps written records of departmental inventories; maintains supplies and equipment and related files.; interacts with vendors to order supplies and equipment; maintains and repairs equipment; keeps science stockroom clean and organized
- 10% - Maintains a safe lab environment by implementing and enforcing safety regulations; collects and safely disposes of all hazardous wastes
- 10% - Trains and provides work direction to student workers; assists with special projects such as outreach programs and science days

#### MINIMUM QUALIFICATIONS:

- Coursework and/or lab work experience in one or more of the following areas: astronomy, physics, geology, with an emphasis in chemistry
- Advanced computer skills including experience using one or more of the following: electronic spreadsheets, word processing, databases
- High level of organizational skills and experience maintaining records

#### DESIRED QUALIFICATIONS:

- Bachelor's Degree in chemistry
- Completion of at least one year of college level organic chemistry coursework
- Laboratory experience in an academic or industrial setting
- Experience giving work direction to others in an academic or industrial setting

#### SPECIAL WORKING CONDITIONS:

May be required to work evenings and weekends at multiple site locations to maintain the science stockroom. Occasional travel to attend safety training and to pick up supplies. Regularly exposed to chemicals, fumes and particulate matter, which may present health hazards if not handled properly. May require lifting objects up to 50 lbs.

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>

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