

MARICOPA COMMUNITY COLLEGES: JOB OPPORTUNITIES

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INTERNAL ONLY

POSITION

1-29-2010

Administrative Secretary III

Location	Mesa Community College	Entry Range	\$29,437.00 - \$34,632.00
Grade	008		
Department	English/Journalism/Humanities	Hours	Mon - Fri, 8am - 5pm
Work Calendar	12 Months		
Opens	1/25/2010	Closes	2/5/2010
Posting Number	9100144-4		

JOB SUMMARY:

Performs a variety of administrative and secretarial duties for the English Department, including but not limited to scheduling, keeping records, generating reports, maintaining a budget, maintaining the department website, and assisting the chair with various human resource matters related to faculty, students, and staff. Establishes and maintains positive relationships with faculty, students and staff.

ESSENTIAL FUNCTIONS:

- 30% - Assists Department Chair and faculty members and maintains operations in the English Department
- 20% - Provides customer service for students, faculty, staff, and other internal and external parties in person or via phone and/or email
- 20% - Follows protocol to make decisions about student inquiries, scheduling, budget information, confidential records, and human resources issues
- 10% - Utilizes current office machines, software and hardware technology to carry out job functions
- 10% - Orders supplies, equipment, and textbooks for instructors and book adoptions for bookstore
- 10% -Trains and provides work direction to clerical help, including work study and temporary employees

MINIMUM QUALIFICATIONS:

- Advanced secretarial experience
- Experience using computer software such as MS Office and electronic communications
- Strong written and oral communication skills
- Office management skills and experience working independently, with little or no supervision
- Strong customer service skills in a multi-tasking, diverse environment.

DESIRED QUALIFICATIONS:

- Secretarial experience in a community college or university setting
- Ability to synthesize information and generate reports
- Experience working with online student and financial systems (SIS, CFS) and web management software
- Experience providing work direction to office personnel, including employees such as work study and temporary personnel
- College degree preferred

SPECIAL WORKING CONDITIONS:

May require prolonged viewing of computer screens. May be required to work days, evenings, weekends and/or at 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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POSITION

1-29-2010

Administrative Secretary III

Location	Chandler-Gilbert Comm College	Entry Range	\$29,437.00 - \$34,632.00
Grade	008		
Department	Science Division	Hours	Monday - Friday 8:00am - 5:00pm Occasional evening and weekend hours required
Work Calendar	12 Months		
Opens	2/1/2010	Closes	2/5/2010
Posting Number	09100148-1		

JOB SUMMARY:

Assists the division chair by performing a wide variety of secretarial and administrative duties requiring coordination of activities on and off campus with frequent contact with a diverse population of administrators, management, faculty, employees, students and external community. Requires independent decision-making and specialized knowledge of the assigned area, in addition to relevant policies and procedures.

ESSENTIAL FUNCTIONS:

- 30% - Reviews and processes documents related to payroll, faculty and student status, and budget, including confidential materials (i.e. certifications, transcripts, and evaluations) for assigned area
- 20% - Schedules classes for assigned area, including master schedule changes
- 15% - Responds to inquiries and requests from college faculty, staff, and community regarding policies, practices and procedures for assigned area
- 15% - Composes correspondence; prepares documents, records minutes of meetings; screens and routes telephone calls and mail
- 10% - Prepares requisitions and book orders; monitors and reports on status of budget
- 10% - Provides work direction to clerical staff and/or student workers

MINIMUM QUALIFICATIONS:

- Experience with standard office practices, procedures, and equipment
- Use of proper English grammar, vocabulary, and spelling
- Experiences with online systems and databases
- Experiences working with sensitive/confidential information
- Experiences maintaining accurate records, both paper and online
- Experience working with the public
- Effective communication skills, both oral and written

DESIRED QUALIFICATIONS:

- Experience in an educational setting
- Experience coordinating complex projects/tasks
- Experience maintaining personnel and financial records

SPECIAL WORKING CONDITIONS:

Viewing a CRT screen for long periods of times. May be required to work evenings/weekend hours on occasion and travel between campus sites. May be required to lift objects weighing up to 35 lbs.

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POSITION

1-29-2010

Executive Director Development

Location	District Support Services Cntr	Entry Range	\$93,290.00 - \$145,765.00
Grade	021		
Department	VC Res Develop & Comm Relation	Hours	Monday - Friday 8:00 a.m.-5:00 p.m.; requires some evening & weekends
Work Calendar	12 Months		
Opens	1/11/2010	Closes	3/5/2010
Posting Number	09100122-2		

JOB SUMMARY:

Serves as Executive Vice President and Chief Operating Officer of the Maricopa Community Colleges Foundation (Please click on link above for additional information). Organizes, directs and implements administrative and financial operations for the District's Resource Development Department on behalf of the colleges and centers.

ESSENTIAL FUNCTIONS:

- 35% - Develops, implements, oversees and evaluates development operations for the District. Ensures that both development operations and fundraising activities at the District and Colleges and the activities, operations, and fundraising efforts conducted in partnership with The Maricopa Community Colleges Foundation, comply with 501(c)3 non-profit requirements, are compliant with all governing bodies' requirements and the rights of donors. In collaboration with District and College staff and the Foundation's Finance and Investment Committee, ensures the timeliness, completeness and accuracy of all budget and financial reports and documents governing the Foundation's legal, economic and tax status.
- 20% - Serves as a member of the leadership team for the Resource Development and Community Relations Division and serves as an executive member of the District Resource Development Council. As time permits, the Executive Director/COO takes an active role in fundraising activities throughout the District and in partnership with the Foundation including annual giving efforts, major gifts, and capital campaigns.
- 20% - Maintains liaison with external business contacts and donors; directs staffing for Foundation Board and committees; provides consultation, coordination and support for fundraising activities at the colleges and centers; develops Foundation board membership and volunteer fundraising leadership; develops policies related to fundraising for district and Foundation operations; supervises assigned staff;
- 15% - In collaboration with the Foundation Investment Committee, provides fiduciary oversight of the Foundation's investments. This responsibility includes the development and implementation of an approved investment strategy & policy; the selection and management of financial advisors, monitoring portfolio's performance against pre-designated benchmarks, determination of endowment payouts and relevant reporting.
- 10% - Supervises the development and administration of the Foundation's general operating, scholarships and campaign, and other specialized budgets and has oversight responsibility for the Foundation's annual audit; performs related duties as assigned

MINIMUM QUALIFICATIONS:

- College degree with extensive experience in building and managing a comprehensive development operations program for higher education or non-profit organization
- Experience developing fundraising operations policies and strategies
- Experience managing contracts and procurement processes
- Experience that demonstrates strong financial management skills
- Experience developing and managing budgets
- Experience managing staff
- Experience managing the operations of a 501(c)(3) charitable organization, including experience with and knowledge of federal and state rules, regulations and requirements necessary to maintain the organization's federally recognized non-profit status

DESIRED QUALIFICATIONS:

- Experience communicating effectively orally and in writing
- Experience establishing cooperative working relationships

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SPECIAL WORKING CONDITIONS:

In addition to regular Monday to Friday work schedule, position may require evening and weekend hours as needed.

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POSITION

1-29-2010

Financial Aid Technician II

Location	Rio Salado Community College	Entry Range	\$32,226.00 - \$37,913.00
Grade	009		
Department	Financial Aid	Hours	Mon - Fri, possible weekends; 8:00am - 5:00pm, possible evenings
Work Calendar	12 Months		
Opens	2/1/2010	Closes	2/5/2010
Posting Number	9100165-12		

JOB SUMMARY:

Performs precise, technically demanding financial aid activities including, but not limited to: awarding financial aid to students; analyzing and processing reports and rosters; advising students and parents regarding Title IV and other federal aid programs; evaluating federal regulations.

ESSENTIAL FUNCTIONS:

45% - Engages in awarding Federal Student Aid to students.

45% - Analyzes reports and rosters, and evaluates/interprets regulations.

10% - Provides other support such as student engagement and other matters related to the position including clerical activities, staff meetings, training, etc.

MINIMUM QUALIFICATIONS:

- Recent experience awarding financial aid within an online college and/or community college setting
- Recent experience with regulations and guidelines of various financial aid and Veterans Affairs programs
- Recent experience with various computer software and online systems
- Recent experience with phone based customer service
- Recent experience with standard office practice, procedures, equipment and record keeping

DESIRED QUALIFICATIONS:

- Bachelor's degree
- Recent experience advising students on the Title IV Financial Aid application process
- Recent experience working with multiple start dates with an online institution
- Recent experience assisting in the administration of financial aid programs
- Recent experience verifying financial aid applications for accuracy and completeness
- Recent computer experience using PeopleSoft

SPECIAL WORKING CONDITIONS:

Possible weekends and evenings; may required lifting up to 20 lbs.

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POSITION

1-29-2010

Learning Center Technician (Half-Time)

Location	Scottsdale Community College	Entry Range	\$10,997.00 - \$12,937.00
Grade	008		
Department	Mathematics	Hours	Monday - Thursday 3:30pm - 7:30pm, Saturday 10:00am - 2:00pm
Work Calendar	9 Months		
Opens	1/25/2010	Closes	2/5/2010
Posting Number	9100146-1		

JOB SUMMARY:

Provides student tutoring and operational assistance in the Learning Center. Tutors all levels of Mathematics and use of the graphing calculator. Monitors and assists students with Learning Center registration and computer usage. Monitors and checks out DVD/VHS tutorials and graphing calculators. Closes the Learning Center four (4) nights a week and Opens/Closes the Center on Saturdays. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 80% - Provides tutoring to students in all levels of Mathematics; establishes and maintains an accurate system of student records; may provide work direction to student tutors and/or temporary employees
- 10% - Maintains and checks out learning materials to students
- 10% - Maintains the Learning Center by troubleshooting computers and office equipment; answers phones, opens and closes the Center at assigned times

MINIMUM QUALIFICATIONS:

- Experience working with community or college programs as a tutor
- Experience with and knowledge of Mathematics through the level of differential equations
- Computer experience using office software

DESIRED QUALIFICATIONS:

- Experience troubleshooting computers and graphing calculators
- Computer experience using Maple which is a Math software

SPECIAL WORKING CONDITIONS:

Evening and weekend hours are 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.

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POSITION

1-29-2010

Student Services Technician

Location	Glendale Community College	Entry Range	\$27,018.00 - \$31,786.00
Grade	007		
Department	ACE Plus	Hours	Tuesday - Friday 8:00am - 5:30pm Saturday - 8:00am - 2:00pm Evening and weekend hours
Work Calendar	12 Months		
Opens	1/25/2010	Closes	2/5/2010
Posting Number	09100114-1		

JOB SUMMARY:

Provides one-stop student service activities such as testing, placement, admission and registration. In addition provides support and information on fiscal operations, financial aid, and provides career information. Assists with high school recruitment. Participates in ACE Plus related student, parent, faculty and staff activities; assists with special needs of students, and prepares various student and instructor reports and updates. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 35% - Assists in providing new information to continuing and prospective students on admissions, courses, and program requirements, registration procedures, availability of financial assistance and other student support services, and a variety of general college information. Monitors and follows up on students' academic performance to provide support and retention services
- 25% - Provides support to ACE Plus faculty at Glendale Community College, and on-site coordinators at participating high schools. Provides general information and support to ACE Plus parents
- 10% - Administers placement tests
- 10% - Makes referrals to counselors, other student services programs or community agencies as needed
- 10% - Participates in student recruitment activities at high schools.
- 5% - Participates in new student orientation activities, student recognition events, parent workshops, and other related activities
- 5% - Participates in faculty and on-site coordinator training and in-services

MINIMUM QUALIFICATIONS:

- Experience with Admissions, Registration and Records operations and processes
- Experience in using current Microsoft Office software in a work setting
- Experience using an on-line student based information system or similar on-line system
- Customer service experience involving a high volume of public contact in person and on the phone
- Experience maintaining accurate files and records

DESIRED QUALIFICATIONS:

- Experience working with diverse student population
- Public speaking experience

SPECIAL WORKING CONDITIONS:

Some Saturdays and extended hours/overtime required during peak registration periods, or as office coverage needs arise. May be required to lift objects weighing up to 25 lbs. Local travel to participating scheduled events required.

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