

Santa Rosa Junior College
Classified Employment Opportunity

SERVICE FACILITATOR
Disability Resources

PRIORITY FILING DEADLINE: Monday, May 12, 2008 (Open until filled)

GENERAL DESCRIPTION

The Disability Resources Department of Santa Rosa Junior College is seeking a qualified individual with demonstrated student service & outreach skills to join an outstanding team of staff to provide high quality programs and services to our district. Under general supervision, the Service Facilitator coordinates academic support services for students with disabilities; ensures students' accessibility to services and necessary equipment; assists in the recruitment, selection, training, and scheduling of student assistants and short-term, non-continuing employees; and performs related work as required. This is a full-time, 12 months/year, categorically-funded Classified position (continuation of position is contingent on funding). Hours of work will vary between 8:00 a.m. - 5:00 p.m., Monday through Friday. Candidates must have scheduling flexibility to meet the changing needs of the department. Appointments are contingent upon funding and Board approval.

EXAMPLES OF DUTIES

Coordinates student assistants and short-term, non-continuing personnel to take and transcribe lecture notes, read classroom materials, serve as test proctors, or provide other classroom assistance for students with disabilities; processes requests to provide necessary equipment to facilitate access to buildings or classes for students with disabilities; maintains records of loaned equipment; schedules and proctors academic course exams and college placement tests; maintains order during tests; ensures security of testing material; generates and provides access to course material in preferred alternate media for example, large print, audio cassette, Braille and electronic text; coordinates the recruitment, selection, training, and scheduling of student assistants and short-term, non-continuing personnel; provides information and answers questions regarding services to students and the public; maintains database and performs administrative and clerical tasks as required.

Required Abilities and Knowledge:

Ability to analyze situations accurately and take appropriate action; interpret and apply policies and procedures; perform clerical and administrative work; understand and follow oral and written directions; train and direct the work of others; demonstrate sensitivity to, and respect for, a diverse population which includes a student population with medical frailty, psychiatric disorders, physical limitations, acquired brain injuries and learning disabilities; and maintain cooperative working relationships.

Knowledge of auxiliary services and adaptive equipment required by hearing or visually-impaired persons; federal, state, or local resources for the hearing or visually-impaired; modern office methods and practices; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and spreadsheet tools; and proper reception and telephone etiquette.

-Knowledge of laws regarding disabilities such as the Americans with Disabilities Act is preferred.

Required Education and Experience:

Graduation from High School AND experience in providing services to students with disabilities; OR the equivalent.

If you do not possess the minimum qualifications exactly as stated above, you must file for equivalency. If claiming equivalency, applicants are responsible for documenting all course work, degree programs and related professional experience at the time of application.

In addition to the required ability to demonstrate sensitivity to students with disabilities as listed above, this position also requires a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.

Preferred: Bilingual ability (English/Spanish)

PHYSICAL REQUIREMENTS

Must be able to perform physical activities such as, but not limited to, lifting items (up to 50 lbs. unassisted), bending, standing, climbing or walking.

SCOPE

The Service Facilitator coordinates testing accommodations; determines testing schedule; arranges use of testing facilities; proctors students during exams; processes service requests and arranges requested assistance for students with disabilities.

DEPARTMENT DESCRIPTION

Nearly 100 staff and faculty in the Disability Resources Department provide a rich combination of instruction and support services to over 2,500 students with disabilities at Santa Rosa Junior College.

COMPENSATION PACKAGE

-Salary Range: \$3,167 - \$3,852 per month (2007/08 Salary Schedule); maximum initial placement at \$3,493 per month (placement within this range is based on assessment of previous experience as documented in application materials).

-Fringe benefits: The District offers a competitive health & benefits package for employees and eligible dependents (benefits are pro-rated for part-time employees).

-Leave/Holiday time: Full-time classified members earn 8 hours of sick leave and start off accruing 6.67 hours of vacation for each month worked (accrual rate increases after third year of

employment and rates are pro-rated for part-time employees). Employees are also compensated for holidays recognized by the District (14 holidays/year, pro-rated for part-time employees).

APPLICATION MATERIALS AND PROCEDURES

To receive application materials, please contact:

Human Resources Department
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, California 95401
(707) 527-4688 • Fax (707) 527-4967
Employment Page: www.santarosa.edu/hr

Human Resources is located on the Santa Rosa campus in the Button Building at 1988 Armory Drive at the back of campus parallel to Highway 101. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

It is the candidate's responsibility to be sure that all required materials reach Human Resources by 4:00 p.m. on the priority filing deadline to be given priority consideration for the position.

All documents included in your application file become the property of the college and will not be returned. Your application file for one position will not be considered for further openings and new documents must be submitted for each opening.

Prior to beginning employment, employees must: (a) provide proof of eligibility to work in the United States; (b) pass a pre-employment physical examination (at employee's expense); (c) be fingerprinted and have background clearance (also at employee's expense); and take a TB test.

MATERIALS REQUIRED FOR THIS RECRUITMENT

In order to be given priority consideration for this position, applicants must submit AN ORIGINAL PLUS ONE COPY OF EACH of the following documents by the priority filing deadline:

1. A completed Santa Rosa Junior College Classified Application Form and Personal Data Form. Voluntary Data Form is optional.
- If applicable, completed Equivalency Application.
2. A brief cover letter focusing on the required and preferred qualifications.
3. Please also describe your demonstrated experience in understanding and being sensitive to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
4. Current Resume.
5. Please submit an original AND one copy each of the required materials listed above.
AND one copy each of the required materials listed above.

PLEASE SUBMIT ONLY MATERIALS REQUESTED.

(In loose-leaf form - no folders or binding please.)

SRJC attracts and retains the most qualified faculty and staff from diverse backgrounds. This is achieved through an inclusive recruitment strategy and a rigorous, thorough hiring process that begins with the fair and consistent evaluation of each application for minimum qualifications and demonstrated skills specific to each position. Because the ability to serve students from broad cultural heritages, socioeconomic backgrounds and genders is a key commitment of the College mission, SRJC actively encourages applications from candidates who recognize the value that diversity brings to a professional educational community.

If you are in need of special services or facilities due to a disability in order to apply or interview for an opening, please contact the Human Resources Department.

The Jeanne Clery Annual Security Report, which includes personal safety and crime prevention information, related District policies, and District crime statistics, is available at www.santarosa.edu/police or paper copies are available upon request from the District Police Department.

Following the priority filing deadline, applications which are complete for screening will be forwarded to a screening committee for review. Approximately 15 to 20 days later, we will notify you whether or not you have been chosen for interview. Those applicants most suitably qualified for the position will be invited for interview before a screening/interviewing committee.

Classified employees are required to become a dues paying member of the Service Employee's International Union (SEIU), or pay a service fee.

EOE

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