Accounting Assistant

Provides accounting services in data entry, budgets, accounts receivable, accounts payable, distributing and filing reports and reconciliation tasks; compile, prepare, and compare financial and statistical data under supervision.

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Assistant Coach

Work to enhance the existing athletic program; Coaching in all games and training, Recruiting potential players, Assist head coach in all other phases and facets of the Athletic Program, Must be available for games and training during the Fall season, Represent the College in a professional manner as an athletic liaison with other educational institutions; establish and maintain necessary records and equipment; supervise and instruct student-athletes during practice and games, including travel to contests; Comply with all rules and regulations of the College, the Coast Conference, and the CCCAA (California Community College Athletics Association). Minimum qualifications; Two years relevant coaching experience; Desired qualifications; A. A. Degree and two years coaching at the college level or equivalent. Minimum requirement of this position is 90 hours per season; maximum hours could reach 490 plus hours per season (Based on a 4 month season).
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Level I, **480** hours max, stipend up to $5,760.00

Level II, **290** hours max, stipend up to $3,480.00

Level III, **90** hours max, stipend up to $1,080.00

Assistant Coach/Off-Season:

Work to enhance the existing athletic program; pre-season training/conditioning and recruitment of potential athletes, Assist head coach in all other phases and facets of the Athletic Program. Comply with all rules and regulations of the College, the Coast Conference, and the California Commission of Athletics. Minimum qualifications; Two years relevant coaching experience; Desired qualifications; A. A. Degree and two years coaching at the college level or equivalent. Minimum requirement of this position is 45 hours per season; maximum hours could reach 190 plus hours per off-season.

Level I, **190** hours max, stipend up to $2,280.00

Level II, **90** hours max, stipend up to $1,080.00

Level III, **45** hours max, stipend up to $540.00

Athletic Site Supervisor

Answer questions, facilitate event needs (open locked doors), set up of event equipment (install goal post safety pads), scoreboard setup, etc.; duties vary with each athletic event that takes place and depending on the facility being used – gym, pool, field or stadium, etc.

May also attend each game and sit in stands to collect each sport(s) statistics needed by coaching staff; may also keep running tally of statistics for future reference; after game, sort and compile data collected and then issue the statistics report to coaches; and forward game statistics to Conference distribution center via phone or fax after each game.

General duties are: Arrive before facility user and provides access to locked facilities; troubleshoot problems; access equipment that is needed to run the event; provide contact with custodial, maintenance, media or grounds, as needed; lock facilities at the end of the athletic event; and interact with all levels of staff, as well as, the concessionaire, local coaches, athletic directors and community group staffers using our facilities; and may assist with statistic needs at sporting events.

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Cashier

Provides services dealing with receiving cash/taking payments and providing change, using cash registers; may include cash reconciliation and providing reports; may also include manning the front counter to process student applications and registration.

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Classroom/Lab/Tutor Aide

Provides services in tutorial situations, classrooms and in laboratories; may assist instructors in various tasks to set-up classroom or laboratory; may make minor repairs to lab equipment to prepare for instruction; prepare and maintain files; may type classroom or laboratory rules at the direction of the instructor or another employee; may perform assistance involving hazardous materials.

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Clerical Assistant I

Provides *entry level* clerical and/or secretarial services and research assistance related to a specialized project or grant; may organize/coordinate activities related to the project/grant; may assist in scheduling appointments and preparing reports; may greet the public and answer telephones; operates a computer; prepares memos, reports and other materials; may maintain records; may arrange and schedule meetings; performs other duties as needed

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Clerical Assistant II

Provides *higher level* clerical and/or secretarial services and research assistance related to a specialized project or grant; may organize/coordinate activities related to the project/grant; may assist in scheduling appointments and preparing reports; may greet the public and answer telephones; operates a computer; prepares memos, reports and other materials; may maintain records; may arrange and schedule meetings; performs other duties as needed

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Facility Technical Assistant (On Call Position)

Provides support for facility rental and site supervision needs; may coordinate with outside (or internal) facility users/renters to ensure needs are met for special events/productions/etc.; may assist with opening and closing duties of the site; may assist with the lighting, sound, computer and other technical duties; performs other duties as needed.

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Office Assistant I (includes workers in Admissions and Records, Financial Aid, Bookstore, Counseling, Human Resources, Payroll and other departments)

Provides *entry level* services to assist other employees in the performance of their duties such as registration, front desk services and clerical duties; may file and answer phones; may operate a computer; may process enrollment or financial aid applications; may assist in duties related to sales and inventory; may prepare and maintain records.

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Office Assistant II (includes workers in Admissions and Records, Financial Aid, Bookstore, Counseling, Human Resources, Payroll and other departments)

Provides *higher level* services to assist other employees in the performance of their duties such as registration, front desk services and clerical duties; may file and answer phones; may operate a computer; may process enrollment or financial aid applications; may assist in duties related to sales and inventory; may prepare and maintain records.

Minimum qualifications: As determined by the hiring administrator commensurate with the duties to be performed.

Scorekeeper/ Timekeeper

Attend each game; keep score at athletic event.

Minimum qualifications: Ability to work scoreboards and time clock. Also, as determined by the hiring administrator commensurate with the duties to be performed.

Translation and Interpretation (T & I) Tutor

- Tutor students, in Spanish, in the Translation and Interpreting program
- Provide practice opportunities for students, in Spanish, in the Translation and Interpreting program
- Develop Spanish language practice materials for students in the Translation and Interpreting program
- Tutor other students in Spanish classes when not tutoring for the T&I program
- Maintain records as required by the Tutoring Center
- Recruit students to tutoring sessions
- Other duties as assigned for the Translation and Interpreting program