INSTRUCTIONAL ASSISTANT/CAREER CENTER  
JOB #CCC725  
$3,436 - $4,165 per Month

The District pays employee's portion of PERS retirement contribution. This is a classified position subject to a one-year probationary period.

DATE POSTED:  
July 29, 2014

CLOSING DATE:  
August 19, 2014

POSITION LOCATION:  
Cypress College – Career Planning Center

SCHEDULED SHIFT:  
9:30 a.m. – 6:30 p.m.; Monday – Thursday  
8:00 a.m. – 5:00 p.m.; Friday  
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE:  
As soon as possible

TYPICAL DUTIES

This position is responsible for assisting in the instruction of students in a classroom or laboratory setting; preparing, distributing, or demonstrating equipment and materials; and performing complex technical work as required. This requires specialized knowledge in the area supported. Tutor and counsel students individually or in small groups in the assigned subject matter area; reinforce or follow-up on instructions provided in classroom or laboratory by the faculty; explain course concepts, principles and terminologies to students; track students' progress and provide feedback to instructor. Assist in the preparation of instructional materials; schedule and coordinate field trips, guest lecturers, and special events; assist in the preparation of course requirements and assignments; administer and score a variety of tests; recommend appropriate level of instruction. Demonstrate or describe the proper usage of equipment and materials to instructors and students; provide information to students regarding classroom or laboratory requirements; prepare and issue equipment and materials for student use; maintain records of equipment and materials loaned to students. Perform a variety of specialized and general classroom or laboratory techniques; operate a variety of complex apparatus and equipment within assigned subject matter; test, adjust, maintain and perform minor repairs including necessary calibrations to apparatus and equipment. Provide technical assistance and recommend specifications for equipment and instructional material purchases. Perform administrative duties related to the maintenance and efficiency of the instructional program; type various forms, letters and correspondence; duplicate instructional materials; monitor class enrollments and maintain student attendance records; maintain confidential student information and progress data on appropriate forms and records; compile statistical data. Maintain classroom or laboratory in a safe, clean and orderly condition; prepare and maintain records and reports as necessary. Order, maintain, receive, catalog, and store equipment, materials and supplies; maintain inventories to assure adequate quantities are available for timely instructional use; monitor expenditures and budget as assigned. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Two (2) years of college-level course work* AND a minimum of three (3) years of extensive training or work experience in the assigned discipline or subject area.

*Transcripts must be provided with the application – See section “Application Procedure.”

Ability to: Present classroom or laboratory materials and to perform experiments and demonstrations in the area assigned; assist students in understanding and applying basic principles of the subject area to which assigned; make arithmetic calculations quickly and accurately; work independently with little direction; plan, organize and prioritize work; meet schedules and timelines; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Knowledge of: Organization, policies and procedures of assigned department, classroom, or laboratory; proper methods, materials, tools and equipment used in the assigned classroom or laboratory; appropriate safety precautions and procedures used in the assigned classroom or laboratory; instructional methods and techniques; modern office practices and procedures; proper English usage, grammar, spelling, punctuation and vocabulary; basic bookkeeping procedures; record keeping techniques; ability to operate personal computers, typewriters, copiers and other standard office equipment.

North Orange County Community College District  
EMPLOYMENT OPPORTUNITY  
1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819  
Telephone: (714) 808-4810  
Job Line: (714) 808-4811  
E-Mail: hr@nocccd.edu  
Website: www.nocccd.edu
Licenses and other requirements: All employees driving personal, leased or district-owned vehicles for District related activities must certify possession of a valid Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

**WORKING RELATIONSHIPS**

The Instructional Assistant maintains daily contact with students and faculty, as well as frequent contact with various college or District departments and outside vendors.

**WORKING CONDITIONS**

Instructional classroom and/or lab environment. May be subject to perform physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing classroom or laboratory demonstrations and experiments.

**APPLICATION PROCEDURE**

<table>
<thead>
<tr>
<th>Applicants MUST submit the following items:</th>
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<tbody>
<tr>
<td>1) District Classified Application (All sections must be completed.)</td>
</tr>
<tr>
<td>Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.</td>
</tr>
<tr>
<td>2) Official/unofficial transcripts:</td>
</tr>
<tr>
<td>Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.</td>
</tr>
<tr>
<td>3) Copy of Driver’s License:</td>
</tr>
<tr>
<td>Must be submitted with application. Applications submitted without a copy of a valid Driver’s License will be deemed incomplete and will not be considered.</td>
</tr>
</tbody>
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Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC725, Instructional Assistant/Career Center, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.**

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

| North Orange County Community College District Human Resources, 9th Floor 1830 West Romneya Drive Anaheim, CA 92801-1819 |

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **August 19, 2014, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists.

Possession of the minimum qualifications **does not** ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. **Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu