STUDENT SERVICES TECHNICIAN/COUNSELING
JOB #FCC727

$3,118 - $3,772 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: December 20, 2012
CLOSING DATE: January 18, 2013

POSITION LOCATION: Fullerton College – Counseling and Student Development

SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m. – Monday through 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 performing a variety of technical duties in a specialized area of Student Services such as registration, record maintenance, EOPS, adult education, disabled student services, student placement, and counseling services. Perform a variety of duties to assist students, instructors and the public; provide technical information and assistance regarding assigned specialized student service; explain guidelines and procedures; resolve complex problems involving applications, forms and records. Process of a variety of documents related to a specialized student service; verify applications, forms and records for accuracy, completeness and compliance with program guidelines; update records and other pertinent documents as appropriate; request transcripts, records and other information to determine status of applications and forms; provide information to other educational institutions and agencies as requested. Facilitate promotion and awareness of assigned specialized student service; coordinate distribution of informational forms and packages for orientations and workshops; maintain appointment calendar for student academic counseling, testing, orientations and various types of workshops. Monitor student progress to assure program compliance; assist students in a variety of ways according to program needs; organize student activities. Maintain a variety of narrative and statistical records and reports related to program activities and effectiveness; provide information as directed; input data into computer database; perform clerical duties; answer phones. Compile and organize data for statistical reports and surveys; reconcile data from various sources; prepare basic statistical reports as directed. Train and provide work direction and guidance to others as directed. Maintain current knowledge of legal requirements, technological advancements and techniques used in providing student services. 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: High school diploma or equivalent, supplemented by related college-level coursework AND minimum two (2) years of training or experience working in a student services program.

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; modern office practices, procedures and equipment; local, State and Federal laws applicable to assigned programs; specialized equipment used to communicate with blind and hearing-impaired individuals; District rules and regulations governing participation in financial aid and other government sponsored programs as assigned; basic principles of bookkeeping; record keeping techniques; the principles and practices of supervision and training; ability to operate personal and/or mainframe computers.

Ability to: Prepare budgets and financial reports; compile, organize, and analyze statistical data; work confidentially with discretion; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written
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