

*San Joaquin Valley College*  
Job Description

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**Job Title: Campus President II**

**Department: Administration**

**Reports To: Regional VP of Operations**

**Classification: Full-time, Exempt**

**Evaluation Form: CD (Campus President)**

**Summary:** The Campus President II is responsible for the quality, operational effectiveness, profitability, growth and successful day-to-day operation of the campuses in the assigned region. The position requires exceptional management skills, demonstrated leadership ability, strategic thinking, business acumen, problem solving and technical expertise. This position is accountable for attaining all campus goals and objectives within the region, as set forth by Senior Leadership.

**Essential Duties and Responsibilities:**

- Leads and empowers campus managers in the assigned region to develop and execute strategic and operational initiatives to achieve student, employee, and business goals
- Effectively manages region's P&L
- Ensures region's achievement of enrollment and graduate services' modular, quarterly, and annual goals
- Actively assesses and provides direction to academic leadership, ensuring achievement of student and program outcomes
- Ensures effective human resources management through strategic hiring, developing, leading and evaluating campus management teams, staff and faculty
- Identifies opportunities to increase operational efficiencies; employs innovative systems that maximize shared resources across region to sustain outcomes, and provides direct supervision and development of shared employees
- Builds leadership pipeline through systematic identification of candidates, development plan implementation, and mentorship through campus projects and/or initiatives
- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates
- Ensures attractive and safe campus environments with facilities that are well-maintained and resource needs forecasted, acquired and effectively implemented
- Develops and maintains partnerships with community stakeholders to increase SJVC presence and foster the student and employee brand
- Implements and supervises the College's Safety Program
- Participates in shared governance through committee representation at the campus and institutional level
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages leaders in the assigned region including admissions, academics, student services and graduate services' departments, and others as appropriate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees up to and including termination; addressing complaints and resolving problems. **NOTE:** Campus President II does not participate directly in the admissions process nor conduct student acceptance interviews.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

### **Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Innovative Thinking – Identifies new and innovative approaches that will improve efficiency; embraces and champions new ideas and encourages others to do likewise; recognizes and rewards people and teams who are creative and innovative.

Judgment – Displays ability to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Deliver Results – Achieves defined strategic objective and productivity targets.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

- Baccalaureate degree required. Master's degree preferred. . Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.
- 7+ years' experience in career education
- 3+ years' experience in business operations, preferably with P&L responsibility
- Experience in analyzing data related to student, employee, and business unit outcomes and creating focused strategies for growth
- Must be results oriented and able to manage multiple processes and activities simultaneously
- Previous experience working in a complex work environment with multiple reporting lines
- Strong computer skills (MS Office) and the ability to master software programs for student, employee, and business records

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook as well as proprietary software used to maintain student records.

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Campus Director  
**Department:** Administration  
**Reports To:** Regional Vice President of Operations  
**Classification:** Full-time, Exempt  
**Evaluation Form:** CL (Campus Leadership)

**Summary:** In relation to contributing to SJVC's mission and goals, under the direct supervision of the Regional Vice President of Operations the Campus Director is responsible for the quality, operational effectiveness, growth and successful day-to-day operation of the assigned campus. The position requires exceptional management skills, demonstrated leadership ability, strategic thinking, business acumen, problem solving and technical expertise. This position is accountable for attaining all campus goals and objectives set forth by senior leadership.

**Essential Duties and Responsibilities:**

- Develops and executes strategic and operational initiatives to achieve student, employee, and business goals
- Effectively manages campus profitability margin
- Ensures campus achievement of enrollment goals through direct management of enrollment personnel
- Ensures campus achievement of graduate services' modular, quarterly, and annual goals
- Provides Student Services resources to all students.
- Actively assesses and provides direction to academic leadership, ensuring achievement of student and program outcomes
- Ensures effective human resources management through strategic hiring, developing, leading and evaluating campus management team, staff and faculty
- Identifies opportunities to increase operational efficiencies; employs innovative systems that maximize shared resources to sustain outcomes
- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates
- Maintains an attractive and safe campus environment ensuring facilities are well-maintained, resource needs are forecasted, acquired and effectively implemented
- Develops and maintains partnerships with community stakeholders to increase SJVC presence and foster the student and employee brand
- Implements and supervises the College's Safety Program including the Emergency Action Plan and Injury and Illness Prevention Plan
- Participates in shared governance through committee representation at the campus and institutional level
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages campus personnel in the admissions, academics, student services and graduate services' departments, and others as appropriate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

### **Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Leadership – Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Strategic Thinking – Develops initiatives to achieve organizational goals; adapts strategy to changing conditions.

Conflict Resolution – Takes actions that resolve conflicts in a manner that is best for both the organization and the individuals involved; addresses complaints and problems quickly and effectively; keeps all parties informed of the status of any negotiations required; encourages employees to report problems or concerns and negotiates outcomes that are viewed as fair and even-handed.

Analytical - Synthesizes complex or diverse information; uses intuition and experience to complement data.

Implementing Policies – Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

- Baccalaureate degree required. Master's degree preferred. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.
- 5+ years' experience in career education
- 2+ years' experience in business operations, preferably with P&L responsibility
- Experience in analyzing data related to student, employee, and business unit outcomes and creating focused strategies for growth
- Must be results oriented and able to manage multiple processes and activities simultaneously
- Previous experience working in a complex work environment with multiple reporting lines
- Strong computer skills (MS Office) and the ability to master software programs for student, employee, and business records

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Dean**

**Department: Academic Affairs**

**Reports To: Campus President and or Chief Operating Officer**

**Classification: Full-time, Exempt**

**Evaluation Form: CL (Campus Leadership)**

**Summary:** Under the direct supervision of the Campus President and or Chief Operating Officer and technical supervision of the Vice President of Instruction and Student Success, the Dean is responsible for the day-to-day operation of the educational programs and the faculty on the campus along with developing, implementing and delivering a variety of services for students attending programs on campus.

**Essential Duties and Responsibilities:**

- Supervises instruction to ensure the integrity of educational programs on the campus through weekly classroom observations
- Coordinates faculty teaching schedules, classroom and lab facilities, and campus activities
- Coordinates faculty recruitment, hiring, and evaluation according to established policies
- Builds capacity of faculty and administration through ongoing professional development
- Coordinates assigned portions of new faculty orientation and training
- Assesses and analyzes student mastery of course and program learning
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Maintains records, statistical reports, examinations, data, and other program-specific items as required by the college, accreditation, or governmental agencies and participates in program reviews, institutional committees, etc. as required
- Provides resources and referrals for student services such as childcare, transportation, and related services
- Coordinates student functions and activities such as Student Council, award ceremonies, and related activities
- Provides academic counseling and tracks and monitors attendance, grades, and Satisfactory Academic Progress
- Produces and analyzes reports that track retention, grades, and other outcomes
- Participates as assigned in related admissions, education, and employment services activities
- Provides counseling for personal and school related problems
- Develops, implements, and delivers various student retention programs
- Maintains communication and is the liaison between the Registrar and students
- Serves as the Campus Coordinator of Disability Resources
- Performs other duties as assigned

**Supervisory Responsibilities:** Supervises faculty, academic administrative staff, Student Center Coordinators, and on some campuses, Federal Work Study employees. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

### **Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Leadership – Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Strategic Thinking – Develops initiatives to achieve organizational goals; adapts strategy to changing conditions.

Conflict Resolution – Takes actions that resolve conflicts in a manner that is best for both the organization and the individuals involved; addresses complaints and problems quickly and effectively; keeps all parties informed of the status of any negotiations required; encourages employees to report problems or concerns and negotiates outcomes that are viewed as fair and even-handed.

Analytical – Synthesizes complex or diverse information; uses intuition and experience to compliment data.

Implementing Policies – Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Baccalaureate degree with a Master's degree preferred in education or related field. Must possess a minimum of 5 years of administrative experience. Degree(s) must be from institutions accredited by recognized U.S. accrediting agencies and or degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.



Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Faculty**

**Department: Academic Affairs & Student Services**

**Reports To: Academic Dean**

**Classification: FT Exempt  PT Hourly**

**Evaluation Form: FA (Faculty)**

**Summary:** Working with supervision from the Academic Dean and technical supervision from the Program Director or Division Manager, faculty are primarily responsible for the teaching and learning process to ensure student learning and mastery of course, program and in some areas institutional learning outcomes.

**Essential Duties and Responsibilities:**

- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Reviews and adheres to the guidelines in the Faculty Handbook.
- Prepares and executes lesson plans for assigned courses
- Prepares course syllabus and informs students of course requirements
- Documents grades and other student interaction in Campus Nexus within 48 hours
- Adheres to programmatic accrediting requirements
- Performs other duties as assigned

**Supervisory Responsibilities:** Faculty supervise student conduct in the classroom, on the campus, and on field trips and school related functions.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

**Core Competencies:**

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

**Job Competencies:**

Instructional Skills – Comes across as confident and well-prepared when providing instruction in small and large groups; effectively utilizes instructional resources to meet the variety of student learning needs; applies engagement and assessment techniques.

Content-Specific Knowledge - Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice.

Dependability - Makes and fulfills commitments; has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for actions; willingly makes promises and fully intends to keep them; arrives to work on time and ready to contribute; shows up for meetings well prepared.

Student Achievement Focus - Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

Must meet or exceed all standards listed in Minimum Faculty Qualifications. Required degrees must be from accredited institutions.

#### Language Skills

Ability to read, analyze, and interpret materials related to area of expertise; ability to respond to common inquiries or complaints from students, employees and members of the business community; ability to effectively present information to students, employees, and the business community.

#### Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

#### Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Word, Excel, Access, Outlook and all software programs related to courses to be taught.

#### Certificates, Licenses, Registrations

Faculty must have required certificates, licenses and registrations required for the course(s) they are to teach.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Admissions Advisor**  
**Department: Admissions**  
**Reports To: Enrollment Services Director**  
**Classification: Full-time, Non-exempt**  
**Evaluation Form: AD (Admissions)**

**Summary:** In relation to contributing to SJVC's mission and goals, under the direct supervision of the Enrollment Services Director an Admissions Advisor encourages prospective students to use higher education to prepare for professional success. Matching abilities and interests of the applicant with a career education program offered by the College, the advisor offers support, guidance and accountability throughout the enrollment process.

**Essential Duties and Responsibilities:**

- Answers telephone inquiries.
- Schedules appointments with prospective students.
- Makes admissions presentations to prospective students.
- Completes enrollment package.
- Gives prospective students a tour of the college.
- Schedules placement exams and discusses results with applicants.
- Refers applicants to financial services.
- Follows up by telephone and correspondence for orientation, start date, uniform and supplies.
- Develops leads to supplement general marketing.
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

**Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and

credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Value and Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Results Driven - Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate’s Degree and related work experience. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend simple instructions; short correspondence, and memos; ability to write simple correspondence; ability to affectively present information in one-on-one and small group situations to applicants and employees.

Mathematical Skills – Ability to add and subtract, multiply and divide, calculate percentages and ratios.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual must have knowledge of Microsoft Office, Word, Excel, Access and Outlook; and master proprietary software used to maintain student records.

**Other Qualifications:** Must be available evenings for workshops and some weekends for seminars.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms; talk and hear. The employee is frequently required to sit, stand and/or walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Financial Services Advisor  
**Department:** Financial Services  
**Reports To:** Campus President

**Summary:** The Financial Services Advisor assists applicants and students with their eligibility for federal financial aid programs by calculating anticipated awards in PELL, SEOG, Stafford/Direct and supplementary loans, and other Title IV and non -Title IV programs. The FSA packages and awards all Title IV and non-Title IV aid for each academic year in Campus Vue. All work is performed within the established governmental regulations and institutional procedures. A high level of ethics is required in the counseling of students.

**Essential Duties and Responsibilities:**

- Provide an overview of the Financial Aid process and programs available to qualifying students.
- Perform estimates and calculations as it relates to Tuition and Financial Aid based on a student's unique eligibility.
- Counsel students regarding financial aid paperwork, award information, and options for covering educational expenses.
- Creates and schedules funding plans for enrolled students.
- Evaluate all submitted Financial Aid documentation and determine additional requirements.
- Deliver the highest level of service and experience to students and co-workers while maintaining performance metrics.
- Track students' progress and reviews changes to Financial Aid eligibility throughout the program.
- Performs required document tracking for drops, terminations, and graduates including R2T4, PWD, and loan exit materials.
- Enhance the financial literacy of our students and graduates to ensure professional success.
- Uphold Title IV, state, military, VA and institutional knowledge and compliance.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Content Specific Knowledge- Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice.

Customer Focus- Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Productivity- Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Quality of Work- Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.



**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associates degree (A.A., A.S.) or equivalent from a two-year college or technical school; or a minimum of three (3) years of experience in financial aid; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze, and interpret a variety of Title IV regulations and other mandates; formulate policies and procedures based upon changes in regulations; ability to write business correspondence; ability to effectively present information and respond to questions from students, employees and the general public.

Mathematical Skills – Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals accurately.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of MS Word, Excel, Access and Outlook; and master proprietary software used to maintain student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Career Services Advisor**  
**Department: Career Services**  
**Reports to: Regional Career Services Director**  
**Classification: Full-time, Non-exempt**  
**Evaluation Form: CS (Career Services)**

**Summary:** In relation to contributing to SJVC's mission and goals, under the direct supervision of the Regional Career Services Director, the Career Services Advisor provides numerous services that assist students and graduates in obtaining employment. The three major functions of Career Services are Placement, Externship, and the Career Services Seminar while serving both employers and students. Advisors work with students prior to graduation in order to prepare them for practical application of their skills and entering into the job market. Sales standards and goals are set for every function of the Career Services Department in order to achieve placement outcomes through our activity based management system.

**Essential Duties and Responsibilities:**

**Placement**

- Conducts job development sales activities such as employer calls and office visits.
- Meets and exceeds daily, weekly, and modular activity goals to achieve modular employment start goals.
- Maintains relationship with students and graduates to ensure appropriate interaction with employers.
- Attends business functions, trade shows and professional organizations' meetings for the purposes of networking and employer development.
- Meets with instructors to discuss employer needs and available openings.
- Attends Advisory Board meetings to represent Career Services.

**Externship**

- Contacts potential sites for the development of new student externship commitments.
- Coordinates and supervises the externship process and provides midterm review to increase extern to hire opportunity.
- Completes required documentation for tracking externship hours and student performance.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Notifies the Registrar when students successfully complete their externship course.

**Career Services Seminar**

- Provides support to help students prepare resumes, employment search strategies, and interview techniques.
- Partners with students in job search strategies and coaching that leads to employability.
- Manages final assessment of employability through grading course work.

**Operational**

- Maintains timely and accurate documentation and records to ensure compliance.
- Administers all orientations for Externship and the Career Services Seminar.
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

**Core Competencies:**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

**Job Competencies:**

Student Achievement Focus - Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress.

Quality of Work - Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Results Driven - Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate’s Degree; three years of job development or placement experience, preferably in an educational setting. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, employees and clients.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook; and master proprietary software used to maintain student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title:** Learning Resource Coordinator  
**Department:** Academic Affairs & Student Services  
**Reports To:** Academic Dean  
**Classification:** Full-Time, Non-Exempt

**Summary:** The Learning Resource Coordinator is responsible for the day-to-day operation of the Learning Resource Center (LRC).

**Essential Duties and Responsibilities:**

- Maintains all aspects of the LRC
- Participates in college governance, committees and task forces
- Participates in educational and campus/eLearning meetings
- Prepares LRC materials for circulation
- Circulates books to students and staff (on-ground only)
- Organizes library shelves and re-shelves circulated items (on-ground only)
- Assists students with research projects
- Actively participates in the budget and acquisition process with the faculty to select learning resource materials
- Participates in meetings, orientations, etc., in order to communicate LRC issues to our constituency
- Participates in the ongoing development of the LRC Master Plan, and in the establishment of college-wide LRC policies and procedures
- Ensures the LRC meets or exceeds program requirements
- Researches asset acquisition opportunities, including digital, and presents cost/benefit analysis reports to constituencies
- Performs other duties as assigned

**Supervisory Responsibilities:** (On-ground only) Supervises faculty members assigned to work in the library.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquires about customer satisfaction with products or services.

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organization's goals and values.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality of Work – Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Time Management – Prioritizes tasks and manages time to ensure that deadlines are met; plans time and sticks to those plans; prevents or manages interruptions until the highest priority tasks are accomplished.

Work Ethic – Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts first priority on the needs of the organization or the needs of its customers.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Minimum of an Associate Degree or an equivalent of two years of college; two years related experience; or equivalent of education and experience combined. For the eLearning LRC, experience with digital learning assets and acquisitions preferred.

Language Skills – Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures; ability to write reports, business correspondence, and newsletters; ability to effectively present information and respond to questions from students and employees.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualifications – Ability to perform general library operations and procedures; knowledge of the Dewey Decimal or other major classification schemes; ability to operate standard office equipment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to finger; handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Receptionist**  
**Department: Administration**  
**Report To: Enrollment Services Director**  
**Classification: Full-time, Non-exempt**

**Summary:** The Receptionist is responsible to perform administrative and customer services for visitors, inquiries, applicants, students, and faculty and staff members.

**Essential Duties and Responsibilities:**

- Receiving all incoming calls in a professional and efficient manner
- Documenting and transferring inquiry calls to Admissions Advisors
- Taking complete and accurate messages for those unavailable for calls
- Greeting and assisting all visitors, applicants, vendors, students, faculty and staff members in a professional manner
- Informing the appropriate employee of visitors, applicants and students arrival and/or need to see him or her
- Insuring applications are filled out by applicants
- Insuring inquiry logs are neat and legible, all inquiry slips and applications are received and in order for data entry
- Insuring all out-going mail is stamped and ready for pick up prior to the arrival of the mail carrier and insuring interoffice mail from other campuses is distributed upon receipt
- Logging PELL and all other checks as they are received
- Data entry
- Filing
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Manages difficult or emotional visitor, student or employee situations; responds promptly to visitor, student or employee needs; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and assist with group commitments to goals and objectives; supports everyone's efforts to succeed.



Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.  
Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically.  
Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.  
Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.  
Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.  
Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.  
Adaptability – Adapts to changes in work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.  
Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent.  
Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) and two years related experience.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one situations to visitors, students and employees.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

# **Faculty Qualifications**



**Revised: August 2019**

# *San Joaquin Valley College*

## **STATEMENT OF PURPOSE**

Minimum faculty qualifications at **San Joaquin Valley College** establish standards which will assure that faculty are qualified by academic background and experience to carry out their institutional and program responsibilities and their potential to contribute to the mission and goals of the college.

While teaching effectiveness is the principle criterion for the selection of teaching faculty, knowledge of the subject matter or service to be performed is the foundation. Discipline expertise is essential as faculty members are responsible for curriculum development and assessment of student learning through the Program Review process.

**San Joaquin Valley College** is dedicated to providing educational programs which meet the highest standards of quality and provide the training and skills required to compete in today's work force. Trained, competent, and professional faculty are the first step in achieving this goal.

## **VOCATIONAL COURSES IN THE MAJOR**

This listing is intended as an "overview" of the minimum requirements for faculty in the various programs. A more detailed listing of requirements is found in the job descriptions for the individual programs and courses.

## **BACKGROUND CHECK REQUIREMENTS**

All persons employed by SJVC are subject to institutional requirements for background checks, at a minimum to include the following: Criminal Search, Education Verification, and Motor Vehicle Records. The College also conducts drug screens, physical exams, TB tests and any other required exam(s) at post-offer and pre-employment for designated positions.

# San Joaquin Valley College

## Business Studies Division

Area of Instruction	Position	Minimum Degree Requirement <sup>1</sup>	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
<b>Business Administration, General (non-certification-required courses)</b>	Faculty	Associate	Additional experience or training in subject area	
<b>Construction Management</b>	Faculty	Associate	Computer skills to include MS Office, MS Project, and Primavera software	
<b>Criminal Justice: Corrections</b>	Faculty	Associate	Additional experience or training in subject area	
	Program Director	Associate; Bachelor's preferred	Additional experience or training in subject area	
	STC Academy Defensive Tactics Instructor	Associate	<ul style="list-style-type: none"> <li>POST/STC certified Defensive Tactics Instructor</li> <li>BSIS Firearm certified</li> </ul> <p><b>Preferred:</b> Certified CPR/First Aid instructor (AHA preferred) (<b>NOTE:</b> the <i>Instructor</i> card is the equivalent of the BLS CPR and First Aid cards and can be presented singly compliance)</p>	
	STC Academy Baton Instructor	Associate	<ul style="list-style-type: none"> <li>POST/STC certified Baton Instructor</li> <li>BSIS Firearm certified</li> </ul> <p><b>Preferred:</b> Certified CPR/First Aid instructor (AHA preferred) (<b>NOTE:</b> the <i>Instructor</i> card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance)</p>	

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Business Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Criminal Justice: Corrections</b>	STC Academy CPR Instructor	Associate	Certified CPR/First Aid instructor (AHA preferred) (NOTE: the Instructor card is the equivalent of the BLS CPR and First Aid cards and can be presented singly for compliance)	
<b>Criminal Justice: Corrections (BSIS Armed Guard)</b>	BSIS Powers of Arrest Instructor	Associate	BSIS Certified Baton or Firearms Instructor (prefer both)	<b>Bureau of Security and Investigative Services</b> <a href="http://bsis.ca.gov">bsis.ca.gov</a>
	BSIS Firearms Instructor	Associate	BSIS Certified Firearms Instructor	<b>Bureau of Security and Investigative Services</b> <a href="http://bsis.ca.gov">bsis.ca.gov</a>
<b>Human Resource Administration</b>	Faculty	Associate	Additional experience or training in subject area	
<b>Medical Office Administration (On-Ground only)</b>	Faculty	Associate	<ul style="list-style-type: none"> <li>• Computer skills to include MS</li> <li>• Office medical terminology proficiency</li> <li>• Coding and billing experience</li> </ul>	
	Faculty: HCM40 HCA102 MOP120 MOP140		Coding certification (CPC or CPB) preferred	<b>American Association of Professional Coders (AAPC)</b> <a href="http://aapc.com">aapc.com</a>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## Health Studies Division

Area of Instruction	Position	Minimum Degree Requirement <sup>1</sup>	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
<b>Clinical Medical Assisting</b>	Faculty	Associate	<ul style="list-style-type: none"> <li>• Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience)</li> <li>• Knowledge of <b>back office</b> skills required</li> <li>• Certified, Registered, or Licensed Phlebotomy Technician <i>preferred</i> (AMT, NPA, ASCLS, ASPT, NCCT, CDPH, or NHA)</li> <li>• CPR/First Aid certified (AHA <i>preferred</i>)</li> </ul>	<p><b>CA Med Board:</b> A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3)  <a href="http://mbc.ca.gov/allied/medical_assistants_questions.html#2">mbc.ca.gov/allied/medical_assistants_questions.html#2</a></p> <p><b>Approved Organizations and Certifications:</b></p> <p><b>American Association of Medical Assistants</b>  <a href="http://aama-ntl.org">aama-ntl.org</a></p> <ul style="list-style-type: none"> <li>• CMA certification</li> <li>• State Chapter certification                             <ul style="list-style-type: none"> <li>○ CSMA (AAMA) certification</li> </ul> </li> </ul> <p><b>American Medical Technologists</b>  <a href="http://americanmedtech.org">americanmedtech.org</a></p> <ul style="list-style-type: none"> <li>• RMA certification</li> </ul> <p><b>California Certifying Board of Medical Assistants (CCBMA)</b>  <a href="http://ccbma.org/">ccbma.org/</a></p> <p><b>National Center for Competency Testing (NCCT) OR Multi-skilled Medical Certification Institute</b> (NCCT is the overseeing agency for this institution in California) - <a href="http://ncctinc.com">ncctinc.com</a></p> <ul style="list-style-type: none"> <li>• NCMA certification</li> </ul> <p><b>National Healthcareer Association (NHA)</b>  <a href="http://nhanow.com">nhanow.com</a></p> <ul style="list-style-type: none"> <li>• CCMA – Certified Clinical Medical Assistant</li> <li>• CPT – Certified Phlebotomy Technician</li> <li>• CMAA – Certified Medical Administrative Assistant</li> </ul> <p><b>California Department of Public Health</b>  <a href="http://cdph.ca.gov/programs/lfs">cdph.ca.gov/programs/lfs</a></p> <ul style="list-style-type: none"> <li>• Laboratory Field Services</li> <li>• Certified Phlebotomy Technician</li> </ul>
<b>Clinical and Administrative Medical Assisting</b>	Faculty	Associate	<ul style="list-style-type: none"> <li>• Certified or Registered Medical Assistant (Licensed Vocational or Registered Nurse may be considered with MA experience)</li> <li>• Knowledge of <b>back office</b> skills required</li> <li>• Certified, Registered, or Licensed Phlebotomy Technician <i>preferred</i> (AMT, NPA, ASCLS,</li> <li>• ASPT, NCCT, CDPH, or NHA)</li> <li>• CPR/First Aid certified (AHA <i>preferred</i>)</li> </ul>	<p><b>CA Med Board:</b> A medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3)  <a href="http://mbc.ca.gov/allied/medical_assistants_questions.html#2">mbc.ca.gov/allied/medical_assistants_questions.html#2</a></p> <p><b>Approved Organizations and Certifications:</b></p> <p><b>American Association of Medical Assistants</b>  <a href="http://aama-ntl.org">aama-ntl.org</a></p> <ul style="list-style-type: none"> <li>• CMA certification</li> <li>• State Chapter certification                             <ul style="list-style-type: none"> <li>○ CSMA (AAMA) certification</li> </ul> </li> </ul> <p><b>American Medical Technologists</b>  <a href="http://americanmedtech.org">americanmedtech.org</a></p> <ul style="list-style-type: none"> <li>• RMA certification</li> </ul> <p><b>California Certifying Board of Medical Assistants (CCBMA)</b>  <a href="http://ccbma.org/">ccbma.org/</a></p> <p><b>National Center for Competency Testing (NCCT) OR Multi-skilled Medical Certification Institute</b> (NCCT is the overseeing agency for this institution in California) - <a href="http://ncctinc.com">ncctinc.com</a></p> <ul style="list-style-type: none"> <li>• NCMA certification</li> </ul> <p><b>National Healthcareer Association (NHA)</b>  <a href="http://nhanow.com">nhanow.com</a></p> <ul style="list-style-type: none"> <li>• CCMA – Certified Clinical Medical Assistant</li> <li>• CPT – Certified Phlebotomy Technician</li> <li>• CMAA – Certified Medical Administrative Assistant</li> </ul> <p><b>California Department of Public Health</b>  <a href="http://cdph.ca.gov/programs/lfs">cdph.ca.gov/programs/lfs</a></p> <ul style="list-style-type: none"> <li>• Laboratory Field Services</li> <li>• Certified Phlebotomy Technician</li> </ul>

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution’s accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a “General Report”. The cost of the report is at the applicant’s expense.)

# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Diagnostic Medical Sonography</b>	Faculty-Laboratory Teaching Assistant	Associate; Bachelor's preferred	<ul style="list-style-type: none"> <li>American Registry of Diagnostic Medical Sonographers (ARDMS) certification, with specialties in abdominal and small parts, and obstetrics and gynecology</li> <li>Registered Vascular Technologist or Sonographer (RVT or RVS) certification <i>preferred</i></li> </ul>	<b>American Registry for Diagnostic Medical Sonography</b> <a href="http://ardms.org">ardms.org</a>
<b>Occupational Therapy Assisting</b>	Faculty	Bachelor's	<ul style="list-style-type: none"> <li>Current OTA or OT state license</li> </ul>	<b>California Department of Consumer Affairs</b> <a href="http://search.dca.ca.gov/">search.dca.ca.gov/</a>
	Field Work Coordinator	Bachelor's	<ul style="list-style-type: none"> <li>Current OTA or OT license</li> <li>2 years clinical experience</li> </ul>	
	Program Director	Master's	<ul style="list-style-type: none"> <li>Current OTA or OT license</li> <li>5 years' continuous work experience as an OT or OTA as a practitioner, administrative, scholarship experience</li> <li>2 years of FT academic appointment teaching at a post-secondary level</li> </ul>	
<b>Pharmacy Technology</b>	Faculty	Associate	<ul style="list-style-type: none"> <li>CA Licensed Pharmacy Technician</li> <li>CPHT through Pharmacy Technician Certification Board (PTCP)</li> </ul>	<b>Board of Pharmacy</b> <a href="http://pharmacy.ca.gov">pharmacy.ca.gov</a>  <b>Pharmacy Technician Certification Board</b> <a href="http://ptcb.org">ptcb.org</a>
	Faculty: PHR25, 100, 120, 203, 303			

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# San Joaquin Valley College

## Health Studies Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>	<u>AA/AD/HR Verification Source for Licensure/Certifications</u>
<b>Veterinary Technology</b>	Faculty	Associate	Licensed RVT	<b>Veterinary Medical Board License Verification</b> <a href="http://vmb.ca.gov">vmb.ca.gov</a>
	Program Director			
<b>Vocational Nursing</b>	Faculty - Clinical Coordinator	Either of the following: • LVN with Associate or Bachelor's • Licensed RN with Associate or Bachelor's	Current CA RN or LVN license	<b>Board of Vocational Nursing &amp; Psychiatric Technicians License Verification</b> <a href="http://bnpt.ca.gov">bnpt.ca.gov</a>
	Program Director Assistant Program Director	Bachelor of Science: Nursing	Current CA RN or LVN license Background investigation and drug screening	

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# San Joaquin Valley College

## Technical Studies Division

Area of Instruction	Position	Minimum Degree Requirement	Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area	AA/AD/HR Verification Source for Licensure/Certifications
<b>Aviation Maintenance Technology</b>	Faculty	Associate	FAA Airframe and Power Plant Certification	<a href="http://faa.gov/licenses_certificates/airmen_certification/releasable_airmen_download/">faa.gov/licenses_certificates/airmen_certification/releasable_airmen_download/</a>
<b>Computer Systems Administration</b>	Faculty	Associate	<p><b>Required:</b></p> <ol style="list-style-type: none"> <li>1. A+ Certification</li> <li>2. Network+ Certification</li> <li>3. Security+ Certification</li> </ol> <p><b>One of the following is required for Security+; possession of all 3 is preferred</b></p> <ul style="list-style-type: none"> <li>• Microsoft Certified Tech Specialist (MCTS)</li> <li>• Microsoft Certified IT Professional (MCITP)</li> <li>• Cisco Certified Network Associate (CCNA)</li> </ul>	<p>For <b>A+, Net+, and Security+</b>: <a href="http://certmetrics.com/comptia/login.aspx">certmetrics.com/comptia/login.aspx</a></p> <p>For <b>MS Certification Status</b> (requires transcript ID and access code from the candidate): <a href="http://mcp.microsoft.com/Anonymous/Transcript/Validate">mcp.microsoft.com/Anonymous/Transcript/Validate</a></p>
<b>Electrical Technology</b>	Faculty	Associate; Bachelor's preferred	Experience with industrial AC/DC control circuits and/or electrical technology	<ul style="list-style-type: none"> <li>• <b>Certificate or license required to teach specific course content</b></li> <li>• <b>Completion of OSHA 500 and 510 courses is required to teach ELEC100/OSHA30</b></li> </ul>
<b>Industrial Maintenance Technology</b>	Faculty	Associate	<ul style="list-style-type: none"> <li>• Experience with industrial electrical and motor control, PLC, hydraulics, and/or bearings, and industrial maintenance</li> <li>• Education to include vocational courses specific to IT</li> <li>• Electrical or PLC vocation certification preferred</li> </ul>	
<b>Heating, Ventilation, Air Conditioning, and Refrigeration</b>	Faculty	Associate	EPA universally certified (Section 608)	

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# San Joaquin Valley College

## General Education Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>
<b>Chemistry</b>	Faculty	Bachelor's in Chemistry, Biochemistry, Physics, Molecular Biology, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript (online teaching experience for Online faculty)
<b>English</b>	Faculty	Bachelor's in English, Literature, Composition, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript (online teaching experience for Online faculty)
<b>History</b>	Faculty	Bachelor's in History, Social Science, Humanities, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript (online teaching experience for Online faculty)
<b>Math</b>	Faculty	Bachelor's in Mathematics, Applied Mathematics, Statistics, Physics, Engineering, or related major <i>May accept related degree with 12 units completed in subject matter*</i> <i>May accept 8 units if in advanced-level math such as Calculus</i>	1-2 years <b>Required:</b> Official College Transcript (online teaching experience for Online faculty)
<b>Natural Science</b>	Faculty	Bachelor's in Environmental Studies, Chemistry, Physics, Biology, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript (online teaching experience for Online faculty)
<b>Philosophy &amp; Humanities</b>	Faculty	Bachelor's in Philosophy, Humanities, Sociology, Social Science, Social Psychology, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript (online teaching experience for Online faculty)

\*Previous work or personal experience may be considered in addition to educational background; candidate must demonstrate subject matter competency

**NOTE:** Additional program-specific training required within first 30 days of employment, and 10 hours of program-specific classroom observation required within first 90 days of employment

<sup>1</sup>Degree must be from a college or university which has been accredited by an entity recognized by the DOE (search <http://ope.ed.gov/accreditation/search.aspx> to determine an institution's accreditation status), and must be major discipline or related discipline. Non-U.S. degrees require an official equivalency report that identifies the institution(s) attended, dates of attendance, credential(s) earned and the U.S. educational equivalent (NOTE: it is recommended that the applicant use the International Education Research Foundation at <http://www.ierf.org> and requests a "General Report". The cost of the report is at the applicant's expense.)

# San Joaquin Valley College

## General Education Division

<u>Area of Instruction</u>	<u>Position</u>	<u>Minimum Degree Requirement<sup>1</sup></u>	<u>Minimum 3 Years of Experience, Education, and/or Training in Current Practices of the Subject Area</u>
<b>Physics</b>	Faculty	Bachelor's in Physics, Engineering, Mathematics, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online faculty)
<b>Psychology</b>	Faculty	Bachelor's in Psychology, Counseling, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online faculty)
<b>Sociology</b>	Faculty	Bachelor's in Sociology, Anthropology, Political Science, Social Psychology, Liberal Studies, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online faculty)
<b>Health</b>	Faculty	Bachelor's in Health Sciences, Biology, Nutrition, Nursing, or related major <i>May accept related degree with 12 units completed in subject matter*</i> <i>May accept 8 units if in advanced-level math such as Calculus</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online faculty)
<b>Speech</b>	Faculty	Bachelor's in Speech, Communications, or related major <i>May accept related degree with 12 units completed in subject matter*</i>	1-2 years <b>Required:</b> Official College Transcript  (online teaching experience for Online faculty)

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**NOTE:** Additional program-specific training required within first 30 days of employment, and 10 hours of program-specific classroom observation required within first 90 days of employment

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*San Joaquin Valley College*

# Staff Qualifications

Campus Positions



**Created: November 2011**  
**Revision: August 2017**

# *San Joaquin Valley College*

## **Statement of Purpose**

Minimum staff qualifications at *San Joaquin Valley College* establish standards which will assure that staff members are qualified by academic background and experience to carry out their institutional and department responsibilities and their potential to contribute to the mission and goals of the college. They also provide a clear understanding for consistency and compliance in application of standards regarding the College's missions and goals, as well as accrediting bodies' regulations.

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\*\* Previous successful work or personal experience may be considered in addition to educational background; candidate must demonstrate competency in essential duties and responsibilities of the position.

## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Teaching &amp; Learning / Academic Affairs 93</b>	Academic Dean	BA/BS; MA/MS preferred	5 years administrative experience	Background: 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification
	Admin Asst to Deans	AA preferred	2 years related experience	
	Allied Health Coordinator	HS Diploma or GED	1 year related experience	
	Dean of Student Services	BA/BS in Counseling, or related major	3 years of Student Counseling or related experience	Background: 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification
	Division Manager	AA/AS	3 years Teaching experience	
	Evening Dean	BA/BS in Education, Mgmt., Organizational Mgmt./Behavior	5 years related experience	Background: 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification

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## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Accounting 96</b>	Student Accounts Bookkeeper	HS diploma or GED	1 year Accounts Receivable Experience	<u>Background:</u> 1) Criminal Search, 2) DMV, Driving Licenses
<b>Administration 80</b>	Academic Assistant	HS diploma or GED	2 years General Office Experience	
	Admin Asst to Campus Director	AA/AS or BA/BS preferred	5 years Related experience	<u>Background:</u> 1) DMV, Driving Licenses
	Campus President I & II	BA/BS; MA/MS preferred	5+ years in career education; 2+ years in business operations, preferably with P&L responsibility	<u>Background:</u> 1) Criminal Search, 2) DMV, Driving License, 3) Education Verification
	CPR and First Aid Coordinator	HS diploma or GED	1 year Related experience	
	Receptionist	HS diploma or GED	2 years Related experience	

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## San Joaquin Valley College

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements	
<b>Admissions 82</b>	Admissions Advisor	AA/AS	Related experience		
	Admissions Advisor Team Lead	AA/AS preferred	2 years Successful Sales or Related experience		<u>Background:</u> 1) Education Verification
	Enrollment Services Director	BA/BS	5 years Sales and Service		<u>Other:</u> Experience in a private-postsecondary institution preferred. <u>Background:</u> 1) Criminal Search, 2) Education Verification
	Online Admissions Representative	HS Diploma or GED	2 years Related experience		<u>Background:</u> 1) Education Verification
	Online Admissions Advisor				<u>Background:</u> 1) Education Verification
<b>High School 83</b>	Admissions Advisor – High School	AA/AS	Related experience	<u>Background:</u> 1) Criminal Search, 2) DMV, Licenses, 3) Education Verification	
	High School Presenter				
	High School Representative				

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## *San Joaquin Valley College*

Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Minimum Certification, Licensure, Credential, Background Investigation & Additional Requirements
<b>Financial Aid 92</b>	Financial Aid Clerk	HS Diploma or GED	2 years General Office experience	Background: 1) Criminal Search
	Financial Aid Manager	AA/AS	5 years Related experience	
	Financial Aid Officer	AA/AS	3 years Financial Aid experience	
	Financial Aid Tuition Planner	HS Diploma or GED	2 years General Office experience	
<b>Graduate Services 85</b>	Career Services Manager	BA/BS	5 years Related experience	Other: Experience in a private postsecondary institution preferred. Background: 1) DMV, Licenses, 2) Degree Verification
	Career Services Advisor	AA/AS or ----- ----->	3 years Job Development or Placement experience	Background: 1) DMV, Licenses, 2) Education Verification
<b>Information Systems 87</b>	Network Administrator	AA/AS	2 years Related experience	Background: 1) DMV, Licenses

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