

# **Campus Staff Qualifications\***



**Created: November 2011**

**\*The qualifications for the initial administrative staff positions for the Delano Campus are highlighted in yellow. The qualifications for the Campus Director position are included on the Corporate Staff Qualifications document which is provided herein.**

# *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.

<b>Campus Staff Positions</b>				
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	Minimum of BA/BS; MA/MS preferred	5 years	<u>Background:</u> 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification
	Admin Asst to Deans	AA preferred	2 years	
	Allied Health Coordinator	HS Diploma or GED	1 year	
	Dean of Student Services	Minimum of BA/BS in Counseling, or related major	3 years of Student Counseling or related experience	<u>Background:</u> 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification
	Division Manager	Minimum of AA/AS	3 years Teaching experience	

\* Degree must be from an accredited college or university

\*\* 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.

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	Evening Dean	Minimum of BA/BS in Education, Mgmt., Organizational Mgmt./Behavior	5 years	<u>Background:</u> 1) Criminal Search (last 7 years under all states); 2) DMV, Driving Licenses; 3) Education Verification
	Student Center Support Manager	BA/BS in related area preferred		
	Technology Coach	Minimum AA/AS	1 year Teaching experience	<u>Other:</u> Strong technical applications experience and interest to support teaching and learning.
<b>Tutorial 79</b>	Student Center Coordinator	BA/BS in related area preferred		

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
	CPR and First Aid Coordinator	HS diploma or GED	1 year Related experience	
	Receptionist	HS diploma or	2 years	

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		GED	Related experience	
	Registrar	Minimum BA/BS	5 years Student Records experience	
	Registrar Assistant	Minimum AA/AS	Data Entry experience	
	Site Coordinator – Campus Extension	Minimum BA/BS	4 years Related experience	
	Student Advisor	Minimum AA/AS	1 year Related experience	
	Student Resources Coordinator	Minimum AA/AS	1 year Related experience	
	Student Services Secretary	HS diploma or GED		

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

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Revised 12.2012

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	Online Admissions Representative	HS Diploma or GED	2 years Related experience	
	Online Admissions Advisor			<u>Background:</u> 1) Education Verification
<b>High School 83</b>	Admissions Advisor – High School	Minimum AA/AS	Related experience	<u>Background:</u> 1) Criminal Search, 2) DMV, Licenses, 3) Education Verification
	High School Presenter			
	High School Representative			
<b>Facilities 86</b>	Custodian	HS Diploma or GED	1 year Related experience	
	Facilities Clerk	HS Diploma or GED	1 year Related experience	
	Facilities Manager	Minimum AA/AS	5 years Related experience	<u>Background:</u> 1) DMV, Licenses, 2) Education Verification
	Safety Officer	HS Diploma or GED		<u>Licensure/Certifications:</u> 1) LIC: Guard Registration, 2) CERT: BLS Provider, 3) CERT: First Aid Heartsaveer

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	<u>Background:</u> 1) Criminal Search
	Financial Aid Manager	Minimum AA/AS	5 years Related	

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			experience	
	Financial Aid Officer	Minimum 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	Minimum BA/BS	5 years Related experience	<u>Other:</u> Experience in a private postsecondary institution preferred. <u>Background:</u> 1) DMV, Licenses, 2) Degree Verification
	Career Services Advisor	Minimum AA/AS or ----->	3 years Job Development or Placement experience	<u>Background:</u> 1) DMV, Licenses, 2) Education Verification
<b>Information Systems 87</b>	Network Administrator	Minimum AA/AS	2 years Related experience	<u>Background:</u> 1) DMV, Licenses

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Revised 12.2012

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

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**Job Title: Administrative Assistant-Campus**  
**Department: Administration**  
**Reports to: Campus Director**  
**Classification: Full-time, Non-exempt**

**Summary:** The Administrative Assistant for the Campus performs a variety of administrative support activities of a very responsible, difficult and often confidential nature. The Campus Administrative Assistant also assists the designated corporate staff person in payroll preparation and human resource responsibilities.

**Essential Duties and Responsibilities:**

- Assists the Campus Director in completing projects, drafts, proposals, budgets and completes word processing of correspondences
- Takes and transcribes minutes of meetings
- Assists employees and corporate staff member in charge of travel arrangements by insuring all required forms are filled out adequately
- Assists with the recruiting, hiring and training processes
- Handles all new hire paperwork, termination or resignation paperwork and employee status changes
- Maintains employee desk files
- Prepares, inputs and submits payroll to corporate
- Tracks and monitors the status of employee evaluations and merit increases
- Inputs all employee status changes, employee evaluations and merit increases
- Assists with the implementation of termination actions
- Acts as an information resource to staff on SJVC policies and procedures, employee benefits and worker's compensation
- Researches and responds to questions regarding SJVC policies and procedures, employee benefits and worker's compensation
- Serves as a member on the Safety Program committee; takes minutes of meetings; participates in safety training; maintains required documentation
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

**Supervisory Responsibilities:** This job may or may not be assigned to supervise student services staff members. The Campus Director determines supervising responsibilities.

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

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Assists with the development of project plans; assists with the coordination of projects; communicates changes and progress; completes assigned projects on time.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee or student situations; responds promptly to employee or student needs; solicits employee feedback to improve service; 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.

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

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; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; inspires trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follow policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

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; 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 the work environment; manages competing demands; 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; arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**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 – Bachelor's or Associates Degree preferred; or five years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, transcribe minutes; ability to effectively present information in one-on-one and small group situations to 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 interpret bar graphs.



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 standardize situations.

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

**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; 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.

**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:** Admissions Advisor  
**Department:** Admissions  
**Reports To:** Enrollment Services Director  
**Classification:** Full-time, Non-exempt

**Summary:** 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:

Customer Service – Offers excellent customer service to all applicants; handles difficult or emotional applicant situations; responds promptly to requests for information; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to applicants without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates one-on-one presentation skills.

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

Diversity – Shows respect and sensitivity for cultural differences; promotes harassment-free environment.

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

Organizational Support – Follows policies and procedures; completes paperwork correctly and on time; supports organization's goals and values.

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

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets organization's goals; strives to increase and surpass goals.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; 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; arrives to meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

**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.

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: Facilities Clerk**  
**Department: Facilities / Purchasing**  
**Reports To: Facilities Manager**  
**Classification: Full-time, Non-Exempt**

**Summary:** Under the general supervision of the Campus Facilities Manager. The Facilities Clerk assists the Campus Facilities Manager by performing a number of routine and varied clerical, data entry, warehouse and customer service duties in support of overall campus operations.

**Essential Duties and Responsibilities:**

**Security:**

Parking lot supervision

**Facilities:**

Performs minor equipment inspection  
Performs minor equipment repair  
Performs minor facilities and grounds repair

**Logistics:**

Delivering lab supplies  
Delivering office supplies  
Delivering textbooks  
Delivering Misc. supplies and equipment as needed  
Off campus travel for curriculum classroom items  
Off campus travel for department special events  
Off campus travel for non curriculum classroom items  
Off campus travel for orientation items  
Physical set up special events equipment and furniture  
Prepares all parcel for outbound carrier shipment  
Process and verify parcel packing slips and contents for accuracy

**Customer Service:**

Fills faculty request needs  
Fills staff request needs  
Fills student request needs  
Fills visitor request needs  
Ensures timely response to corporate requests and directives

**Purchasing and Inventory Control:**

Physical inventory counts lab and text supplies  
Orders Text, lab and office supplies as needed  
Process vendor invoice & packing slip reconciliation  
Process MAS data entry transactions  
Process Request Tracker data entry transactions  
Performs other duties as assigned

**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 – A minimum of a High school Diploma and one year experience in related field, or a combination of education and experience that is equivalent.

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 or small group situations to students and employees.

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

**Other Qualification:** Knowledge of purchasing Inventory control and warehouse methods, procedures and practices; ability to work effectively with Staff, students and vendors.

**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 walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand; sit, climb or balance and stoop, kneel, crouch and crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. 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: 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:**

- Administer computer and paper skills assessment to prospective students
- Score paper skills assessments of prospective students
- Administer and score COBI to prospective COPS students
- 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 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.



*San Joaquin Valley College*

# **Corporate Staff Qualifications\***



**Created: November 2011**

**\*Qualifications for the Campus Director position are highlighted in yellow.**

# *San Joaquin Valley College*

## **Statement of Purpose**

Minimum staff qualifications at *San Joaquin Valley College* establish standards which will assure that staff 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.

## *San Joaquin Valley College*

<b>Corporate Staff Positions</b>				
<b>Department</b>	<b>Position</b>	<b>*Minimum Degree Requirement</b>	<b>**Minimum Years of Professional Experience</b>	<b>Additional Requirements / Notes</b>
	Curriculum Specialist I	BA	3 years	NOTE: Or equivalent combination of education and experience
	Curriculum Specialist II			NOTE: Or equivalent combination of education and experience
	Curriculum Specialist III			NOTE: Or equivalent combination of education and experience
	Curriculum Technician			NOTE: Or equivalent combination of education and experience
	Director of Instruction	BA	5 years	NOTE: Or equivalent combination of education and experience
	Director of Learning Assessment	BA	5 years	NOTE: Or equivalent combination of education and experience
	Director of Program Planning	BA	5 years	NOTE: Or equivalent combination of education and experience
	Director of Research / Development	BA		NOTE: Or equivalent combination of education and experience
	VP of Academic Affairs	BA	5 years	NOTE: Or equivalent combination of education and experience
	<b>Accreditation 94</b>	Director of Institutional Relations	BA	5 years
<b>Accounting 96</b>	Accounts Payable Bookkeeper	AA in accounting	2 years	NOTE: Or equivalent combination of education and experience; Credit Report, Criminal Search, DMV, Education Verification
	Assistant Controller	BA in accounting	2 years	NOTE: Or equivalent combination of education and experience; Credit Report, Criminal Search, DMV,
	Chief Financial		5 years	

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# San Joaquin Valley College

	Officer			Education Verification
	Controller		2 years	

Corporate Staff Positions				
Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>Accounting 96</b>	Financial Analyst			
	General Ledger Bookkeeper	AA in accounting	2 years	NOTE: Or equivalent combination of education and experience; Credit Report, Criminal Search, DMV, Education Verification
	General Clerk	HS Diploma or GED	2 years	
	Staff Accountant	BA in accounting	2 years	NOTE: Or equivalent combination of education and experience; Credit Report, Criminal Search, DMV, Education Verification
<b>Administration 80</b>	Administrative Assistant	HS Diploma or GED	5 years	AA/AS degree preferred
	Assistant Vice President	BA	5 years	NOTE: Or equivalent combination of education and experience
	Associate Vice President			NOTE: Or equivalent combination of education and experience
	Campus Director	BA		MA degree preferred; Credit Report/Employment Profile, Criminal Search, DMV, Education Verification
	Chief Executive Officer	BA	5 years	NOTE: Or equivalent combination of education and experience
	Copy Center Operator	HS Diploma or GED	2 years	DMV
	General Clerk			
	President	BA	5 years	NOTE: Or equivalent combination of education and experience

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## *San Joaquin Valley College*

	Receptionist	HS Diploma or GED	2 years	
	VP of Administration	BA	5 years	NOTE: Or equivalent combination of education and experience.

<b>Corporate Staff Positions</b>				
<b>Department</b>	<b>Position</b>	<b>*Minimum Degree Requirement</b>	<b>**Minimum Years of Professional Experience</b>	<b>Additional Requirements / Notes</b>
<b>Admissions 82</b>	Call Quality Assistant	HS Diploma or GED	2 years	NOTE: Or equivalent combination of education and experience; Education Verification
	Director of Admissions	BA	2 years	NOTE: Or equivalent combination of education and experience; Education Verification
	VP of Enrollment Services	BA	5 years	NOTE: Or equivalent combination of education and experience; Education Verification
<b>Call Center 81</b>	Director of Call Center Operations	MA	5 years	
<b>Facilities 86</b>	Asst Wiring / Maintenance Tech	HS Diploma or GED	1 year	
<b>Facilities 86</b>	Building / Maintenance Manager	BA	5 years	NOTE: Or equivalent combination of education and experience
	Construction Utility Worker	HS Diploma or GED	2 years	
	Director of Purchasing	BA	4 years	NOTE: Or equivalent combination of education and experience
	Director of Real Estate Development	BA	2 years	NOTE: Or equivalent combination of education and experience

\* Degree must be from an accredited college or university

\*\* 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*

	Purchasing Dept. Buyer	HS Diploma or GED	1 year	
	Wiring / Maintenance Technician	AA/AS	2 years	NOTE: Or equivalent combination of education and experience

<b>Corporate Staff Positions</b>				
Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>Financial Aid 92</b>	Financial Aid Compliance Auditor	BA	5 years	Administering Title IV student financial aid; Credit Report, Criminal Search
	Financial Aid Tech / Refund Processor	HS Diploma or GED	2 years	Knowledge of Federal Financial Aid programs preferred; Credit Report; Criminal Search
	Financial Aid Tech I	HS Diploma or GED	2 years	Associates degree preferred; Credit Report; Criminal Search
	Financial Aid Tech II	HS Diploma or GED	4 years	Associates degree preferred; Credit Report, Criminal Search
	Manager of Coporate FA Processing		5 years	Administering Title IV Student Financial Aid programs required; BA degree preferred NOTE: Experience may be substituted to meet education requirement. Credit Report, Criminal Search
	VP of Student Financial Services	BA	5 years	NOTE: Or equivalent combination of education and experience
<b>Graduate</b>	Admin Asst	HS Diploma or GED	2 years	AA degree preferred; general office experience

\* Degree must be from an accredited college or university

\*\* 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*

<b>Services 85</b>				required
	Asst Director of Graduate Services	HS Diploma or GED	5 years	AA degree preferred; Experience in delivering student services required
<b>Graduate Services 85</b>	Career Services Specialist	AA	4 years	Experience in staffing or placement; experience in a private-postsecondary institution preferred.
	Director of Graduate Services	HS Diploma or GED	5 years	AS/AA degree preferred; experience in delivering student services

<b>Corporate Staff Positions</b>				
Department	Position	*Minimum Degree Requirement	**Minimum Years of Professional Experience	Additional Requirements / Notes
<b>Human Resources 95</b>	Benefits / HR Manager		5 years	AA or BA degree preferred
	Director of HR	BA	2 years	NOTE: Experience may be substituted to meet education requirement.
	HR Assistant		5 years	AA degree preferred
	HR Clerk	HS diploma or GED	3 years	AA degree preferred
	Safety / Compliance Manager		5 years	AA or BA degree preferred
<b>Information Systems 87</b>	Academic Applications Administrator	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV
	Applications Support Analyst	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV

\* Degree must be from an accredited college or university

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## *San Joaquin Valley College*

	Business Data Analyst	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV
	Database Administrator	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV
	Director of Information Systems	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV
	Help Desk Administrator	AS	2 years	NOTE: Or equivalent combination of education and experience; DMV
	LMS Administrator			NOTE: Or equivalent combination of education and experience; DMV
	NOCS Manager	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV
	Network Administrator	AS	2 years	NOTE: Or equivalent combination of education and experience; DMV
	Senior Network Architect	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV

<b>Corporate Staff Positions</b>				
<b>Department</b>	<b>Position</b>	<b>*Minimum Degree Requirement</b>	<b>**Minimum Years of Professional Experience</b>	<b>Additional Requirements / Notes</b>
<b>Information Systems 87</b>	SharePoint Administrator	BA	5 years	NOTE: Or equivalent combination of education and experience; DMV
	Student Accounts Representative			NOTE: Or equivalent combination of education and experience; DMV
	Technical Support Administrator	AS	2 years	NOTE: Or equivalent combination of education and experience; DMV
	Webmaster	AS	2 years	NOTE: Or equivalent combination of education and experience; DMV
<b>Marketing</b>	Admin Asst to	HS Diploma or GED	2 years	

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## *San Joaquin Valley College*

<b>84</b>	Marketing			
	Director of Public Relations	BA	2 years	NOTE: Or equivalent combination of education and experience
	Graphic Designer	BA	2 years	NOTE: Or equivalent combination of education and experience
	Interactive Marketing Manager	BA	2 years	NOTE: Or equivalent combination of education and experience
	Marketing Assistant	HS Diploma	2 years	
	Media Marketing Manager	BA	2 years	NOTE: Or equivalent combination of education and experience
	Online Community Manager	BA	2 years	NOTE: Or equivalent combination of education and experience

\* Degree must be from an accredited college or university

\*\* 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**  
**Job Description**

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**Job Title: Campus Director**  
**Department: Administration**  
**Reports To: Chief Operating Officer**  
**Classification: Full-time, Exempt**

**Summary:** The Campus Director is responsible for the quality, efficiency and successful operation of the assigned campus location.

**Essential Duties and Responsibilities:**

- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates.
- Formulates and implements the annual operations plan.
- Studies management methods in order to improve workflow and implement cost reductions
- Analyzes unit operating practices, such as record-keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements and performance standards to create new systems or revise established procedures
- Analyzes jobs to determine position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow
- Studies methods of improving work measurements or performance standards
- Oversees the collection and preparation of documentation, such as payroll, terminations, new hires, and transfers
- Prepares reports, including conclusions and recommendations for solution of administrative problems
- Interprets and appropriately communicates operating policies to personnel with a business need-to-know
- Oversees services, such as maintenance, repair, supplies, mail and files
- Identifies need for, develops and promotes new training programs.
- Sets goals and strategies.
- Monitors quality of education and service.
- Engages in public relations activities to enhance the image of the College.
- Assists in the development of advertising and promotion strategies, and monitors their effectiveness.
- Generates and conducts business within the parameters of the annual budget.
- Conducts management and staff meetings.
- Prepares reports to maintain approvals and authorizations.
- Conducts internal audits and responds appropriately to variances.
- As a member of the Executive Council, prepares for, attends and participates in meetings including reporting and presentations.
- Manages, evaluates, praises and disciplines staff and faculty members as required; ensures employee evaluations are conducted in a timely manner
- Continues to implement and oversee the College's Safety Program by conducting monthly meetings; monitoring the effectiveness of each safety subcommittee; monitoring and evaluating safety and health responsibilities assigned to staff; maintains direct communication with Safety and Compliance Manager; chairs and maintains minutes for Emergency Action Plan Committee; plans

and schedules quarterly training in Emergency Action Plan; monitors effectiveness of procedures; acts as a member of the Emergency Response Team

- Assures timely response to corporate requests and directives
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages subordinate supervisors who supervise employees in the admissions, financial aid, bookkeeping, instruction, employment services, student service and records and purchasing departments. Is 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:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service – Manages difficult or emotional employee and student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for supplies; meets commitments.

Interpersonal Skills – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

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

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

Teamwork – Encourages employees to build a positive team spirit; exhibits objectivity and openness to others' views; gives and welcomes feedback; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to employees and students.

Change Management – Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Includes staff in planning; decision-making; facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, education and customer service; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality education; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; ensures a harassment-free environment; builds a diverse workforce.

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

Organizational Support – Follows policies and procedures; supports organization's goals and values; benefits organization through outside activities.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strength & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities; plans for additional resources; organizes or schedules other people and their tasks; develops realistic action plans.

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

Safety and Security – Promotes safety and security procedures; determines appropriate action beyond guidelines; ensures security of the employees and campus.

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 changes, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

Innovation – Displays original thinking and creativity; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**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 have a related undergraduate or graduate degree from an accredited academic institution.

Language Skills – Ability to read, analyze, and interpret the most complex documents; ability to respond effectively to most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on complex topics to top management, public groups and/or board of directors.

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 define problems, collect data, establish facts, and draw valid conclusions.

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

Other Qualifications – Must be bondable.

**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.