



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT

POSITION: Program Specialist

RN 16-4

SALARY: \$19.86/hour

START DATE: Ongoing

DEADLINE: Continuous
(Applications reviewed on an as received basis and hired as needed)

SCHEDULE: Monday – Thursday: 7:30am-6:00pm
Friday: 7:30am-11:30am
(Individual work schedule is to be determined by the department's needs and will fall within the scheduled college hours of operation. Total hours scheduled can not to exceed 25 hours per week and/or 100 hours per month)

ASSIGNMENT: Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year.
(Days are counted regardless of # of hours worked per day)

TYPICAL DUTIES MAY INCLUDE:

- Develop, plan and organize a variety of student and community- related programs, events and activities, city and organizational fairs, festivals, campus activities and meetings (E)
- Assist in the development and implementation of strategies to promote attendance at Antelope Valley College and higher education institutions (E)
- Assist in developing and implementing strategies to promote recruitment and retention at AVC including but not limited to high school orientations and welcome week activities (E)
- Coordinate the dissemination of college program and service information and the financial aid process to a variety of populations via presentations, direct mail campaigns, telephone campaigns, etc. (E)
- Serve as a liaison between prospective students, current students and college departments (E)
- Serve as a liaison to community groups, organizations, other higher education institutions, the high schools, middle schools and/or elementary schools (E)
- Plan and conduct student, campus and community events (E)
- Attend and participate in community, city and organizational fairs, festivals and meetings and committees
- Assist in the maintenance of a database of prospective students and community contacts, provide follow up activities, prepare handbooks, public relations materials and policies to assist and aid in enrollment related activities
- Assist in office record keeping and filing activities, assemble data and prepare reports, maintain a variety of equipment and inventory
- Recruit, train and provide work direction student ambassador corps including but not limited to initial and on-going training, meetings, office duties, and off-site staffing of events
- Maintain correct knowledge of computer and related techniques that affect recruitment and retention and enrollment management practices
- Some travel required

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

Program Specialist (RN16-4)
(Temporary, Short-Term Hourly – Pool)

- Perform other duties as assigned

EDUCATION AND EXPERIENCE: Any combination equivalent to graduation from high school or GED, including or supplemented by courses in office practices and at least two years of work experience with high school and college students and/or target groups in marketing, public relations and information campaigns; experience giving oral presentations.

KNOWLEDGE OF:

- Methods and techniques in working with prospective students
- Methods and techniques in working with college students and groups
- Modern office practices, procedures and equipment
- Statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Excellent oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Principles of training and providing work direction
- Concepts of recruitment, marketing and public relations
- Proper lifting techniques

ABILITY TO:

- Learn applicable section of State education code and other applicable laws
- Learn and apply district operations, policies, and objectives
- Learn and apply the philosophy, objectives, and policies of student services
- Work a flexible schedule involving evening, weekend and holiday hours
- Learn, understand and explain college preparatory curriculum for high school students, College curriculum and regulations
- Learn, understand and explain Financial Aid application and general processes
- Lift, move and break down equipment, displays, furniture and totes used for various events and presentations
- Maintain accurate records
- Work independently with little supervision
- Meet schedules and deadlines
- Establish and maintain cooperative and effective working relationships with others
- Direct a team of student workers
- Communicate effectively in all methods of communications with diverse populations
- Travel within the service area of the college

PHYSICAL EFFORT:

- Walking to review activity program and sites
- Standing to disseminate information
- Lifting heavy objects up to 50+ pounds
- Pulling/Pushing heavy objects on dollies or carts

WORKING CONDITIONS:

- Indoor and outdoor work environment
- May be in excess heat or cold weather
- Evening, weekend and holiday hours
- Driving a vehicle to conduct work as required by position

APPLICATION PROCEDURE

To be considered an applicant for a Classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College Short-Term Hourly application
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Typing certificate with 50 wpm verified (on-line certificates must be no less than 5 minutes)
 - a. Certificate of typing speed must be valid within the past 12 months
 - b. Verification on employer letterhead will also be accepted.
5. In addition to a High School Diploma/GED or equivalent, transcripts of ALL college work OR high school courses that support and substantiate the requirements of office practice courses must be submitted. Transcripts must include verification of degrees conferred (Official transcripts will be required if the candidate is offered the position).
6. If coursework was obtained through a non-traditional college setting, please submit certificates.

The application must be filled out completely and signed. **Do not** indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Office hours: Monday-Thursday (7:30 am – 6:00 pm)
Friday (7:30 am – 11:30 am)
Voice/Relay, (661) 722-6300 ext. 6360

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.**

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer