



West Valley-Mission
Community College District

CLASSIFIED EMPLOYMENT OPPORTUNITY

APPLICATION DEADLINE: Monday, August 9, 2010 5:00 P.M.

FINANCIAL AID SPECIAL SERVICES TECHNICIAN (BFAP) *Categorically Funded** West Valley-Mission Community College District

****Categorical Program Status: The continuation of employment is contingent upon funding.***

Under the direction of an assigned supervisor, provide specialized and day-to-day financial aid office duties incurred as a result of increased financial aid outreach and activities. The incumbent will: provide technical information to students and other potential applicants to increase numbers of financial aid recipients; follow-up with students and potential applicants to increase numbers of students completing the application and documentation process; assist in maintaining comprehensive records according to federal, State, District and campus regulations and/or policies; increase and promote financial aid program participation amongst potentially eligible students, their families, the campus, and the general community.

ASSIGNMENT

100% of full time, 37.5 hours per week, 11 months per year; Schedule may change to occasionally include some evening or weekend hours, as needed. Work Location: West Valley College.

SALARY AND BENEFITS

- \$3,264 - \$3,553 entry-level / \$3,264 - \$4,262 maximum earnable excluding longevity and educational growth. *Salary listed does not include the 4.62% salary reduction via 12 unpaid furlough days per fiscal year, continuing until negotiated.*
- Employer-paid medical, dental, vision for employee and dependents including children, spouse, or domestic partner (*benefit costs prorated for employees working less than 100% of full-time*)
- Employer-paid long-term disability for employee
- Voluntary life insurance
- State and Federal holidays plus 1 floating holiday annually; paid non-workdays between Christmas and New Years
- 12 days sick leave accrued annually (*prorated for employees working less than 100% and 12 months*)
- 10 to 22 days vacation annually (*prorated for employees working less than 100% and 12 months*)
- Educational growth incentive program from \$35 to \$175 monthly
- \$1,000 longevity award annually after 20 years of service
- CalPERS retirement
- Union-affiliated position with required dues

MINIMUM QUALIFICATIONS

- Any combination equivalent to: graduation from high school supplemented by college-level courses in accounting **AND**
- Three years of financial and statistical record keeping experience which includes the operation of

microcomputers using word processing, spreadsheet and data base management software.

- Demonstrated ability to work with persons of diverse socioeconomic, cultural, disability, and ethnic backgrounds.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Rules, regulations and policies of the financial aid programs.
- Methods and practices of financial record keeping, collecting and compiling data.
- Principles and techniques of interviewing in an environment with a diverse clientele.
- Operation of a computer and related software including computer applications software.
- Interpersonal techniques using tact, patience and courtesy.
- Customer service skills

Ability to:

- Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all individuals of varied academic, cultural, and socioeconomic backgrounds.
- Provide follow-up from outreach activities to increase community awareness of and participation in financial aid programs.
- Determine program eligibility based on applications and supporting documentation.
- Interpret and apply laws, rules and policies affecting the financial aid program and applicants.
- Communicate effectively both orally and in writing.
- Solve problems and assist individuals with financial aid questions and concerns
- Continually upgrade knowledge of hardware and software provided as tools to perform duties.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate records and prepare reports as needed for tracking and documentation.
- Prepare and deliver oral or written presentations as

needed.

- Work independently with little direction and represent the entire financial aid program in public settings.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive information.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks, which may be found in positions of the class). *To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made.*

- Collaborate and support financial aid outreach activities to follow-up with and process financial aid inquiries and applications to meet the goal of increased participation in various financial aid programs.
- Assist students and potential applicants with entire application and documentation process to enable more individuals to qualify for financial aid.
- Assist students and potential applicants with correct procedures for completion of forms and applications using standard and on-line processes.
- Conduct presentations regarding financial aid opportunities as requested; assist in representing the Financial Aid programs within the campus, District, and community including participation in campus/community events promoting financial aid.
- Assist in the determination of eligibility for a variety of financial aid programs.
- Assist with the process of reviewing and processing supporting documentation included in financial aid applications to ensure accuracy and timely processing of financial aid documentation and paperwork.
- Collaborate with other financial aid personnel in the interpretation and implementation of regulations and policies of the programs administered by the Financial Aid Office.
- Operate a variety of office equipment including a word processor, copier, adding machine, printer, FAX, and other essential equipment.
- Communicate with internal and outside contacts, agencies and individuals regarding financial aid services, activities, and programs.
- Attend training sessions and workshops to stay current on financial aid regulations and procedures.
- Assist in compilation of data and statistics for reporting and tracking purposes.
- Perform related duties as assigned.

To receive a detailed job description that includes working conditions and physical demands, please contact the District Human Resources Department at (408) 741-2415.

APPLICATION DOCUMENTATION

Documents to be considered for this position must be received at the following location on the date and time noted above:

**District Human Resources Department
West Valley-Mission Community College District
14000 Fruitvale Avenue, Saratoga, CA 95070-5698
(West Valley College Campus – Administration Building
by Lot 4).**

REQUIRED DOCUMENTS

To insure fairness and consistency to all candidates, do not submit materials other than those identified below. *Submit all application materials in the following order:*

- A completed West Valley-Mission Community College District Classified Employment Application** (see attached).
- A completed Diversity Statement** (see bottom box of first page of the employment application).
- A current, typed, detailed resume.**
- A completed Supplemental Questionnaire** (see attached).
- A completed Personal Data Report form** (see attached).

NOTE: All required documents must be submitted with your application packet; otherwise, your application will be considered incomplete and will not receive further consideration.

OPTIONAL DOCUMENTS

- Copies of licenses and certificates you possess as related to this position.
- Voluntary identification form (for statistical purposes only and will be kept confidentially in the Human Resources Department).

APPLICATION INFORMATION

- Submission of complete application documents to Human Resources by the deadline is the applicant's responsibility. Postmarks will not be accepted.
- Incomplete or late documents will not receive committee consideration.
- Application documents will not be sent to applicants or received by Human Resources via email or fax.
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.
- Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.
- If transcripts are required, include copies of ALL college transcripts with application packet to verify all degrees earned and college coursework taken. ***Please note: Certified copies will be required*** at time of hire.
- *Copies of diplomas, grade reports, graduation petitions, transcript evaluation requests, or similar documents WILL NOT BE ACCEPTED IN LIEU OF TRANSCRIPTS.*
- Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
- Un-requested documents, such as cover letters, letters of recommendation, and any other documents that are not specifically asked for under *Required Documents*, will be removed from the application packet.
- **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.**
- Include the job number on the application.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- West Valley-Mission Community College District will not sponsor any visa applications.

SELECTION PROCESS

- The committee will review, evaluate, and consider applications and supporting materials received by the deadline.

- Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed.
- Reference checks for the finalists will be conducted.
- The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

INFORMATION AND APPLICATION MATERIALS MAY BE OBTAINED FROM:

HUMAN RESOURCES

West Valley–Mission Community College District
14000 Fruitvale Avenue
Saratoga, CA 95070–5698
<http://www.wvm.edu/hr>

Applicants who, due to a disability, require accommodations to complete the application, testing, or interview process, please contact Human Resources at (408) 741-2415 to arrange for assistance.

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

07/10

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• Add your email address to our **new** job vacancy list
• serve to be notified when new Classified, Faculty and /
• or Management positions are posted.
• http://www.wvmccd.cc.ca.us/hr/email_subscribe.php
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CLASSIFIED APPLICATION and Instruction Packet

PLEASE READ

Application Process:

- To be considered an applicant for a position at West Valley-Mission Community College District, all materials requested in the job announcement must be received no later than the filing deadline. (Postmarks and faxed documents are NOT accepted.) ***SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY. Incomplete and/or late applications will not receive committee consideration.***
- DO NOT SEND transcripts separately. Include copies with application packet. Certified copies are only required at time of hire.
- DO NOT SEND un-requested materials. Un-requested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "see resume" written across them.
- If supplemental materials listed on the job announcement as required documents are sent under separate cover, please include your full name and the position title you are applying for on the documents and forward them to the Human Resources Department; this is recommended to avoid misfiling or loss. The District is not responsible for documents submitted under separate cover that do not include the information noted above.
- The District is required to maintain a file, which will yield the composition of applicant flow. A form is provided for this purpose entitled "Statistical Information Questionnaire." Completing this form is voluntary. The form will be detached from the application, used for statistical data collection only, and be kept confidential.
- All submitted materials become District property, will not be returned, and will be considered for this vacancy only. Please photocopy your materials prior to submission.
- Applicants applying for different positions are required to submit a separate application and other required material for each position. Photocopies of application documents are acceptable.

Selection Process:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive a postcard to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- The District may choose to readvertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants. Supervisor(s) name(s) and telephone numbers must be included in the application.
- Any tentative verbal offer of employment is **contingent upon formal approval of the college Governing Board.**

Equal Opportunity Compliance: It is the policy of West Valley-Mission Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries regarding district policies may be addressed to the Director of Human Resources at 408/741-2060.

Conditions of Employment: In compliance with the Immigration Control and Reform Act of 1986, **all new employees are required to produce certain documents to verify their identity and right to work in the United States.** If you accept an offer of employment, you are required to have a current verification of a tuberculosis examination, be fingerprinted, swear to affirm allegiance to the United States and to the State of California, and abide by the District's Drug Free Workplace, Non-Smoking, and Sexual Harassment policies.

Future Employment: To obtain information about current vacancies, please access the web site at <http://www.wvmccd.cc.ca.us/wvmccd/hr/>.

Parking: Designated visitor parking is available in Lot 5 for 30 minutes. Applicants may park for a longer period of time in any of the designated fee parking lots, 3, 4, or 5 at a cost of \$2.00 (8 quarters).

14000 Fruitvale Avenue, Saratoga, CA 95070-5698 • (408) 741-2415

EXPERIENCE: DO NOT SUBSTITUTE A RESUME FOR THIS INFORMATION. List your present employer first. Account for all time during the past five years and for any employment pertinent to the qualifications of this position. Attach a separate sheet if needed. Complete all information requested.

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					

EXPERIENCE (Continued)

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					

GENERAL QUESTIONS: [Complete in Entirety]

YES NO

1. Can you, after employment, submit verification of your legal right to work in the United States? Upon employment you will be required to present documentation of your eligibility to work in the United States and to attest to your work eligibility. To be eligible for work in the U.S., you must be able to prove, that you are a) lawfully admitted for permanent residence or b) authorized by the Immigration and Nationality Act or by the U.S. Attorney General to be employed.

The District will not sponsor any visa applications.

2. Are you willing to sign the loyalty oath supporting the Constitution of the U.S. and State of California?
If no please explain **on a separate piece of paper.**

3. Have you ever had a credential suspended or revoked?
If "yes," please explain **on a separate piece of paper.**

4. A. Have you ever been convicted of any criminal offense?
If "yes," complete Part A on the Personal Data Report Form: Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

If "no," complete Part A on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?
If "yes," complete Part B on the Personal Data Report Form, please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

If "no," complete Part B on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

5. Have you ever been dismissed from employment for misconduct or unsatisfactory service?
If yes, please explain **on a separate piece of paper.**

6. Do you have relatives currently employed by the District? If yes, please list their name and campus location.

Name _____

College _____

Relationship _____

Department _____

REFERENCE RELEASE (Check one only):

Reference checking is an important component of the WVMCCD hiring process and is completed on finalist candidates prior to formal recommendation of employment. **Immediate and former supervisors as well as others are contacted during the reference check process.** Please indicate your preference:

I give my approval to contact my immediate and former supervisors and others during the reference check process. I authorize the disclosure of all information contained in my personnel files.

I give my approval to contact my immediate and former employers, supervisors and others during the reference check process; however, I wish to be notified first before making the contacts. I authorize the disclosure of all information contained in my personnel files.

For WVMCCD use only	
Contact Date: _____	By: _____

CERTIFICATION OF APPLICANT (READ BEFORE SIGNING)

I authorize any representative of West Valley – Mission Community College District to thoroughly investigate my background, including, but not limited to, my references, educational record work experience, and/or disciplinary information. I release the college, its agents and all other persons and entities from any and all liability for damage that may result to me on account of their compliance with this authorization. If employed, I understand that any untrue statements on this application may be grounds for dismissal.

Signature: _____

Date: _____

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL DATA REPORT FORM

West Valley-Mission Community College District – Human Resources Department

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS

NAME (Last, First Middle)	Social Security Number
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Our responsibility to students and the public, and restrictions outlined in the State Education Code § 87405-87406 and § 88022-88023, require that we request the following information.

- A. Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. **The following need not be reported (1) minor traffic violations for which the fine was \$100 or less; (2) any offense which was finally settled in a juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code § 781 or Penal Code § 1203.45; (4) any conviction specified in Health and Safety Code § 11361.5 (some marijuana offenses).**

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Date, City & State of conviction/arrest(s).	Specific charge or code section violated.	Disposition (results): how much fine; how long in jail or prison; how much probation	Remarks: state briefly any other particulars not already covered or information you wish to provide.

Please be advised that being convicted of a criminal offense does not necessarily disqualify you for employment eligibility. However, conviction of a sexual offense or controlled substance offense will automatically disqualify you as an employee. All employment selections shall be based upon job-related qualifications. Please contact the Human Resources Department at (408) 741-2155 should you have any questions or concerns.

- B. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Specific charge or code section violated.	County in which charge is pending.	Trial Date (if set)

I hereby give my consent to search for a criminal history by member of the police department, and I understand that a conviction for a sexual offense or controlled substance offense will automatically disqualify me as an employee.

I have listed the requested information

_____ (Signature) _____ (Date)

STATISTICAL INFORMATION QUESTIONNAIRE

The information requested on this form is **voluntary** and will assist in evaluating the recruitment program and in accurately compiling required statistical reports for federal, state, and local agencies. This form will be detached from the employment application and will not be used to discriminate against, or give preference to, any individual.

Please check the categories that apply to you.

Male Female Vietnam-era Veteran Disability* (specify): _____

* A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment is considered to have a disability.

How did you learn about this position?

Completing the following will enable us to determine which recruitment sources are more effective.

- | | | |
|--|---|--|
| <input type="checkbox"/> Chronicle of Higher Education | <input type="checkbox"/> Job/Career Fair | <input type="checkbox"/> CA CC Registry List |
| <input type="checkbox"/> Women in Higher Education | <input type="checkbox"/> College or University | <input type="checkbox"/> HERC |
| <input type="checkbox"/> Black Careers in Higher Education | <input type="checkbox"/> NCAA News | <input type="checkbox"/> HigherEdJobs.com |
| <input type="checkbox"/> Hispanic Outlook | <input type="checkbox"/> Clubs or Organizations | <input type="checkbox"/> BlackCollegianNow.com |
| <input type="checkbox"/> Asian Week | <input type="checkbox"/> IMDiversity.com | <input type="checkbox"/> CareerBuilder.com |
| <input type="checkbox"/> Artweek | <input type="checkbox"/> NurseWeek | <input type="checkbox"/> Craigslist.com |
| <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> Sports Careers | |
| <input type="checkbox"/> Other Newspaper (specify): _____ | | |
| <input type="checkbox"/> Other (specify): _____ | | |

Ethnicity Instructions:

- Hispanic/Latino: All persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. **(If you mark this box, please do not mark any of the categories below.)**

*** If you did not mark the category above, please mark all that apply below.***

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- Asian: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.
- | | | | |
|---------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean | <input type="checkbox"/> Laotian | <input type="checkbox"/> Malaysian |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Thailand | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian |
- Black or African American (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- | | | | |
|------------------------------------|-----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Pacific Islander |
|------------------------------------|-----------------------------------|---------------------------------|---|
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, the Middle East or North Africa.

Position applied for: _____