

Job Number: 0809C013(IH)
Please put this number on the application.



**West Valley-Mission
Community College District**

SEIU LATERAL TRANSFER
OPEN TO WVMCCD SEIU EMPLOYEES ONLY
PURSUANT TO SEIU COLLECTIVE BARGAINING AGREEMENT ARTICLE
18.1.2 *A lateral transfer is when a worker moves from one job to another classification in the same occupational field at the same salary range in another department or college.*

APPLICATION DEADLINE: Friday, July 10, 2009, 5:00 P.M.

POSITION: Senior Office Coordinator

Under direction of a Division Chair, plan, organize and coordinate the day-to-day operation of an assigned instructional division office in such a manner as to enhance and promote the overall efficiency and effectiveness of the system; serve as an administrative assistant to the Division Chair and as a liaison between the Division Chair, Department Chairs, other academic and support staff, students, other college representatives and the public; coordinate communications and the timely flow of paperwork; process materials not requiring the attention of the Division Chair; prepare financial and statistical reports and other documents using automated equipment.

DEPARTMENT: Social Sciences - West Valley College

ASSIGNMENT: 100% of full time, 37.5 hours per week, 10 months per year. Work schedule may change to include some evening or weekend hours as needed.

SALARY: \$3,630 - \$3,951 entry-level salary / \$3,630 - \$4,762 maximum earnable excluding longevity and professional growth.

MINIMUM QUALIFICATIONS:

Any combination equivalent to:

- Graduation from high school supplemented by college-level course work in business or related field **AND**
- Three years of increasingly responsible administrative secretarial or office coordination experience, including at least one year of experience involving the operation of microcomputers using word processing, spreadsheet and data base management applications software.

FOR A JOB DESCRIPTION, PLEASE SEE THE PARIS WEBSITE <http://wvm.edu>

[Click on District Services > Human Resources > Job Descriptions > SEIU White Collar > Senior Office Coordinator](#)

TO APPLY: Application packet must include the following documents. **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.** *Please submit documents in this order:*

- A completed classified application (*see attached*).
- A completed diversity statement (*located on bottom of first page of application*).
- A current, typed, detailed resume.
- Legible copies of ALL college transcripts to verify all degrees earned and/or college coursework taken. ***Certified copies of transcripts 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.***
- If applicable, U.S. Equivalency Certification for foreign degrees.
- A completed Personal Data Report Form (*next to the last page of the application*).

APPLICATION DEADLINE: Friday, July 10, 2009 by 5:00 P.M.

Documents to be considered for this position must be received in the Human Resources Department
West Valley - Mission Community College District
14000 Fruitvale Avenue, Saratoga, CA 95070-5698
(*West Valley College Campus*) at the date and time noted above.



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: Please mark **only one** category and subcategory, if appropriate.

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands.
- | | | | |
|---------------------------------------|-------------------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Laotian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Vietnamese | |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Other Pacific Islander | | |
- Black/African American (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- Hispanic/Latino: All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- | | | | |
|-------------------------------------------|------------------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Central American | <input type="checkbox"/> Chicano | <input type="checkbox"/> Mexican | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> South American | <input type="checkbox"/> Other Spanish Culture | | |
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, and the Middle East.

Position applied for: _____