
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: INSTRUCTIONAL ASSOCIATE – NURSING ACADEMIC SUCCESS
10 MONTH POSITION

DEPARTMENT: NURSING DEPARTMENT

FINAL FILING DATE: FRIDAY, AUGUST 28, 2009 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

SALARY: \$3122.09 - \$3427.15/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$4337.29/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Director of Nursing, or designee, provide instruction and assistance to prospective and enrolled nursing students; develop educational plans and activities to support the nursing curriculum while developing techniques for early detection of at-risk students. Identify and assist current at-risk students by providing them with resources and closely monitoring students' progress; monitor pre-nursing and nursing students to identify potential at-risk students early in the course curriculum and take measures to assist them to make marked improvement before the end of their course work.

REPRESENTATIVE DUTIES:

- Conduct admission assessment testing & other testing to determine specific areas of strengths & weakness and identify learning difficulties. (E)
- Collaborate with nursing faculty and counseling personnel to prevent/reduce the number of at-risk students by identifying struggling students near the beginning of the course. (E)
- Provide special assistance for skills development, including workshops, peer tutoring, small group study sessions, and technology-based resources. (E)
- Devise & implement (in collaboration with nursing faculty) a tracking system to reflect a student's progress while in the student success program. (E)
- Promote measures to prevent/reduce the number of at-risk students via collaboration with nursing faculty during course sessions. (E)
- Design in collaboration with lab personnel, a self-scheduling and tracking system for students using laboratory services. (E)
- Collaborate with nursing faculty and the Director of Nursing to gather learning enhancement resources to aid students in grasping course content and in receiving practice questions for the required licensure examination (E)
- Assist students in developing and completing an individualized plan success. (E)
- Monitor the utilization of the individualized success plan at the conclusion of each session in order to identify at-risk students. (E)
- Design and implement a Nursing Student Success algorithm. (E)
- Develop/monitor peer tutoring program. (E)
- Assist Information Technologies to create and keep current a pre-nursing comprehensive packet/website to include information regarding pre-nursing course sequencing, pre-requisite courses, the application process, and resources for future academic success. (E)
- Assist and work with students that have learning or comprehension issues. (E)
- Serve as a liaison with the Student Success Center and other college departments (as applicable) to conduct information sessions for pre-nursing students to review the information packet and to inform students of available college support services. (E)
- Organize students with academic coaching, counseling, and other college resources. (E)
- Develop and provide students with on-line resources and other technology based references. (E)
- Assist key college stakeholders to develop a long-term plan for pre-nursing students. (E)
- Develop strategies to assist students with successful completion of required examinations. (E)
- Assist in identifying, developing, and communicating external financial aid and internship opportunities to students; as well as inform current and prospective students of available District resources. (E)
- Develop strategies for students to more easily articulate to the bachelors and/or masters levels within nursing. (E)
- Present nursing curriculum to groups of students in a manner consistent with the department's standards and with the content cited in the approved curriculum; follow the instructional policies as outlined by both the college and the nursing department. (E)
- Participate on nursing committees and in departmental activities as requested. (E)
- Act as a contact person for international nursing students; assist with cultural or language barriers when necessary; assist the completion of orientation prior to entering the clinical setting. (E)
- Perform related duties as assigned. (M)

KNOWLEDGE OF:

- Laws, rules, and regulations related to specific field of specialty
- Record-keeping and reporting skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Interpersonal skills
- Nursing, computer operations and basic academic skills
- Instructional methods and techniques
- Program development skills
- Computer assisted instruction, word processing software, and network applications
- Diverse academic, socioeconomic, cultural, disabilities and ethnic backgrounds of community college students

ABILITY TO:

- Provide instructional assistance to students in nursing

- Develop lesson plans and activities to implement curriculum
- Operate instructional computers, software, and audio-visual equipment
- Evaluate student needs and recommend appropriate instructional materials and plans
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Meet schedules and timelines
- Plan and organize work

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree in math, science, nursing, or related field and two years of full-time experience in adult-level skills development programs.

ENVIRONMENT:

- Classroom, laboratory, and/or office environment

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate to computer keyboard
- Sitting or standing for extended periods of time
- Reaching overhead, above the shoulders and horizontally

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).

BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents **for positions whose FTE is .60 or higher**, valued at over \$13,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (**PERS**) which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hrs per year, 1-5, 12 sick days and 20 holidays. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901. Or you may call our TTY line at (530) 634-7760 OR visit our Web Site at www.yccd.edu **It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date in the Human Resources Office by FRIDAY, AUGUST 28, 2009 BY 12:00 NOON.**

All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed, incomplete and/or late applications will not be forwarded for further consideration.

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