

Position Information	
Title	TRANSFER/CAREER/VETERANS RESOURCE TECHNICIAN - 1.0 FTE - 12 MONTH
Job Category	Classified
Position Number	
Location	
Job Description	<p>*CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL*</p> <p>Yuba College is seeking an equity-minded, dynamic, collaborative, and innovative employee to serve as the Transfer/Career/Veterans Resource Technician.</p> <p>*BASIC FUNCTION:*</p> <p>Under the direction of the Dean, Student Development, operate a Transfer/Career Center which provides a variety of services to both students planning on transferring to four-year colleges and universities, and students involved in career exploration/planning activities. Assist veterans and their dependents by advising them of the rights and benefits entitled to them by law; certify students who are eligible for VA benefits; maintain all documents associated with the certification process.</p>
Job Duties	<p>*REPRESENTATIVE DUTIES:*</p> <ul style="list-style-type: none"> • Assist in the development of programs and services to facilitate the successful transfer of students to four-year colleges and universities. Provide individual and group assistance related to transfer issues. (E) • Coordinate transfer-oriented programs and events, such as: College Information Day, university tours, ongoing schedule of visitations by regional university representatives, workshops on transfer application procedures. (E) • Maintain the college catalog reference collection; maintain a wide variety of educational and transfer-related material. (E) • Working in conjunction with the Career Counselor, operate a career center to provide career information and assistance to students, staff and members of the community; coordinate activities of the career center; prepare and provide current labor market information. (E) • Research and provide current information for the career center; prepare, update and maintain lists of materials, information and resources available in the Career Center; maintain a central occupational file system; display appropriate career information and materials. (E) • Coordinate and conduct career planning and job skills workshops; advise patrons concern interviewing techniques; conduct mock interview; assist the Assessment Office in the administration and scoring of various career interest inventories. (E) • Process veterans' applications for benefits and other forms; request transcripts, records and other information needed to determine status of applicants; certify veterans with VA for educational benefit eligibility; provide orientation to VA policies and procedures. (E) • Monitor academic records for changes in status and report changes of status to VA in a timely manner to preclude college liability; assure veterans/dependents are complying with educational goals compatible with VA federal regulations and assure the College is not in violation of those rules and regulations. (E) • Assist veterans by serving as liaison between veterans and college academic divisions, counseling department and administrative offices. Monitor accuracy of college catalog and changes in academic programs that impact students' eligibility. (E)

	<ul style="list-style-type: none"> • Coordinate the VA work-study program by placing eligible students; maintaining records and time sheets; submitting appropriate paperwork to the VA; interviewing, hiring and terminating students as needed. (E) • Issue tuition deferrals; coordinate on-time payment of tuition; provide information to veterans regarding availability of tutorial assistance; monitor reporting of assistance to VA regional office; assist veterans by submitting inquiries to VA regarding payment and certification. (E) • Prepare a variety of statistical and other reports and records dealing with transfer, career and veterans operations; maintain operating files; maintain assigned budgets; prepare annual budget recommendations; monitor expenditures. (E) • Perform related duties as assigned. <p>*KNOWLEDGE OF:*</p> <ul style="list-style-type: none"> • District organization, operations, policies and objectives • Applicable sections of the State Education Code and other laws • Modern office practices, procedures and equipment • Oral and written communication skills • Career Assessment procedures and instruments • Labor Market Trends • Resource Materials used in a transfer center and a career center • Transfer concepts, practices and procedures <p>*ABILITY TO:*</p> <ul style="list-style-type: none"> • Interpret and explain test results, policies, procedures, rules, laws, vocational requirements, and college and employer requirements • Interpret and apply State and Federal laws and regulations and District policies and procedures • Interpret and apply the rules and regulations of the Veterans Administration • Process a variety of career information and materials • Develop and present a variety of career related information to students, staff and the public • Operate a variety of office and Career Center equipment and software applications. • Maintain a variety of Excel Databases • Prepare statistical and analytical reports and maintain records • While working independently, analyze situations accurately and adopt effective courses of action • Work with confidential/sensitive information with discretion • Communicate effectively both orally and in writing • Speak in public to a variety of groups and lead or facilitate small group workshops • Learn the principles and practices of operating a Transfer/Career Center • Learn local, state and federal laws including VA Benefit Code of Federal Regulations, and policies related to veteran benefits, rights and obligations
Required Qualifications	<p>*EDUCATION AND EXPERIENCE:* Any combination equivalent to an associate's degree with course work in business, psychology, or related field and two years of increasingly responsible student services experience or related area involving contact with the public in an advisory capacity.</p>
Desired/Preferred Qualifications	

Physical Demands	<p>*WORKING ENVIRONMENT:*</p> <p>A high traffic Center facility with frequent interruptions</p> <p>*PHYSICAL ABILITIES:*</p> <ul style="list-style-type: none"> • Exchange information and make presentations • Read a variety of materials • Operate a computer keyboard • Lifting and carrying light objects • Pushing or pulling hand trucks • Bending at the waist, kneeling and crouching <p>*HAZARDS:*</p> <p>Potential contact with dissatisfied or abusive individuals</p>
Special Conditions for Eligibility	
FLSA	Non-Exempt
Range/Step	(Range 29, CSEA Salary Schedule; initial placement will not be higher than Step 3 of the salary schedule.
Salary	\$3,545.66 - \$3,909.09/MO.
Benefits Information	<p>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).</p> <p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$20,000 annually with a \$310.50 monthly out of pocket expense to employees + dependents for their monthly medical 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 hours of vacation leave per years 1-5, 12 sick days and 20 holidays.</p> <p>SALARY: Step 1: \$42,547.96/YR – \$ 46,909.13/YR. - Range 29, CSEA Salary Schedule, initial placement will not be higher than Step 3 of the salary schedule.</p> <ul style="list-style-type: none"> •This position is anticipated to be assigned to the YUBA COLLEGE but may be assigned temporarily or permanently within the District. <p>If you require reasonable accommodation to apply for this position, contact Taranjit Chahal at the Office of Human Resources at (530) 741-6979.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Yuba College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p>

	<p>*INTERVIEW:* Candidates selected for an interview will be required to visit Yuba College or Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.</p> <p>FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p>
EEO Statement	<p>As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.</p> <p>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.</p>