



VACANCY ANNOUNCEMENT

Position Title: Administrative Assistant - TRiO

Position #: 400350

Position Status: Full-Time

Reports To: Director of Student Support Services - TRiO

DUTIES AND RESPONSIBILITIES:

The TRiO Student Support Services (SSS) Administrative Assistant is responsible for providing special assistance to low-income, first-generation students and/or students with a disability in order for them to succeed in their education plan. The TRiO SSS Administrative Assistant is responsible for providing and/or coordinating academic support for active SSS participants. The TRiO SSS Administrative Assistant is also responsible for providing other support services to Otero's SSS program. This position will work closely with the TRiO Director in the day-to-day operations of the TRiO program.

1. Plan and/or coordinate structured tutoring activities with OJC academic support resources that will assist students with success in their educational program.
2. Assist drop-in students with various course work, study skills and test taking tips, as well as proofread papers on as needed basis.
3. Monitor open labs and assist students with those computer programs used at Otero.
4. Assist the director in data collection of students receiving services and other office activities.
5. Maintain accurate, complete records, including all application materials, and submit data in the appropriate time frame and digital format.
6. Maintain good communication with faculty, administrators, students and director.
7. Inform the director of any problems that occur as soon as possible.
8. Schedule and inform students of tutoring sessions.
9. Maintain a clean and safe environment conducive to working on computers and learning.
10. Attend training and orientation meetings with director and other resource people when appropriate.
11. Performs routine clerical duties, including correspondence and provide input for project staff on data collection needs with Student Access and hardcopy file; Input, maintain, retrieve and assemble computerized data for project participants.
12. Maintains a current inventory of supplies.
13. Assist potential SSS students with application and application process and follow up as needed.
14. Assist with the planning and coordination of TRiO SSS students' participation in cultural and campus events.
15. Perform additional duties as assigned.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Successful completion of an associate degree or certificate program
- Demonstrated sensitivity to working with culturally diverse populations

- Excellent written and oral communications.

PREFERRED QUALIFICATIONS:

- A bachelor's degree in education or related field.
- Experience teaching or tutoring, preferably in higher education.
- Demonstrated sensitivity to working with low-income, first-generation students and students with disabilities who are academically under-prepared.
- Experience with assessment of students needs and academic progress.
- ESL experience
- A background profile similar to that of the participants.
- Educational philosophy in alignment with a small rural community college.

SALARY:

\$30,000 - \$32,000 with excellent benefit package including PERA retirement, health, vision, dental and life insurance
241 Day Contract – 11-month academic year position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – 1st review of applications will be January 24, 2022

POSITION START DATE:

ASAP

Submit Application Packet To:

Otero Junior College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbe, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu , or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.