



SPARKPOINT[®]
CAÑADA COLLEGE



Cañada College

Hiring Justification

SparkPoint / Welcome Center Office Assistant II

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SparkPoint / Welcome Center Office Assistant II

SparkPoint Center Responsibilities

The SparkPoint/Welcome Center OAll is a full-time 12-month position and will be responsible for:

1. serving as the primary SparkPoint contact within the Welcome Center
2. organizing and maintaining SparkPoint's finances
3. training and supervising the work of student assistants
4. overseeing the new Cañada College Food Pantry

SparkPoint / Welcome Center Office Assistant II

SparkPoint Center Responsibilities

1. Responsible for serving as the primary SparkPoint contact within the Welcome Center
 - a. Providing orientations and direct referrals to SparkPoint services and financial resources to prospective and existing students
 - b. Facilitating student access to financial resources that lead towards increased student retention and persistence.

SparkPoint / Welcome Center Office Assistant II

SparkPoint Center Responsibilities

2. Responsible for organizing and maintaining SparkPoint's finances
 - a. journals, budget adjustments, reimbursements
 - b. Conference and ProCard expenditures and packets
 - c. ordering of supplies and
 - d. overseeing all student assistant timesheets

SparkPoint / Welcome Center Office Assistant II

SparkPoint Center Responsibilities

3. Responsible for training and supervising the work of student assistants
 - a. Training students assistants in both Welcome Center and SparkPoint services and resources
 - b. Managing student assistant scheduling and WebTime entries

SparkPoint / Welcome Center Office Assistant II

SparkPoint Center Responsibilities

4. Responsible for overseeing the new Cañada College Food Pantry
 - a. ordering food & maintaining strict quality control standards
 - b. Managing staffing and being responsible for pantry data collection and reporting

SparkPoint / Welcome Center Office Assistant II

Welcome Center Responsibilities

- ▶ Serves as the first point of contact for the College in person or by phone
- ▶ Provides assistance and referrals to Math Jam, Word Jam, Middle College, Concurrent Enrollment, ESL, and International students
- ▶ Serves 1500 orientation and assessment students per semester
- ▶ Serves 300 weekly academic counseling appointments
- ▶ Provides outreach and orientation information regarding various student support services including SparkPoint
- ▶ Assist students with core aspects of Student Success and Support Plan (SSSP)

WELCOME CENTER IN ACTION

January to December 2013

- ▶ 7,819 Students Served for Counseling Appointments
- ▶ 2,650 Students Served for Drop In Sessions
- ▶ 1,256 Students Served for Orientations in 72 Orientations
 - ▶ Created and Presented New Student Orientation
 - ▶ Created New Student Orientation Handbook
- ▶ 2,099 Students Served for Assessment Tests
 - ▶ SPRING -SUMMER - FALL - Math Jam, Word Jam, CBET Retesting
- ▶ 13,824 Students Served by Welcome Center
 - ▶ + Visitors and Phone Callers



Thank You!

Together weCAN