



### Hiring Justification for Part-time Puente Program Office Assistant II (OAI)

Hiring Division/Department: Counseling Department Position Title: OAI

#### Classification

Position type: Permanent                      Full Time                      # of months                       
Part Time X                     % of Full Time .27                     # of months 12                    

Position: General Funds X                      
Allocation: External Funds\*                      Expiration Date                     

#### Budget Information

Grade 18                     Step 3                     Annual Salary \$24,624.00  
(No benefits)

#### Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

#### 1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

#### BACKGROUND

In Fall 2015, the Puente program was implemented at Cañada College and requires, per the Regents of the University of California contract, clerical assistance of at least 10 hours a week. The proposed Puente Office Assistant II is essential to provide consistent, professional Student Services support for the program year-round that is housed in the Counseling Department (Building 9-floor 1). The duties will include the following:

- Puente program first point of contact reception and program enrollment and clerical support
- Exchanges information with college staff and others regarding Puente program services
- Organizes paperwork related to Puente field trips and on-campus group activities
- Assists with implementing Puente program events that are planned by the Puente Co- Coordinators
- Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
- Sets up and tracks budget expenditures and files
- Uses a database and a variety of computer software to set up, track and maintain a wide variety of data and electronic and manual files and to perform data entry and retrieval

- Composes and prepares correspondence, memoranda, report narratives, forms, publicity materials and other materials from copy or with general instruction
- Uses standard software applications to prepare correspondence and reports, agendas and meeting minutes, and spreadsheets

**2. Explain how this position aligns with and supports the mission and strategic goals of the college.**

The office assistant would help the Puente Co-Coordinator (English Professor and Counselor) achieve the goals of the Puente program, which are to improve the retention, success and transfer rates of Hispanic students. One of Cañada College's mission and strategic goals is to help students in our communities who are underrepresented in four-year colleges succeed in higher education. For a long time, Hispanics have been underrepresented at four-year colleges, and the mission of "the Puente Project helps to prepare educationally disadvantaged students for college admission and success through its combination of accelerated instruction, intensive academic counseling, and mentoring by members of the community."

**3. Explain how adding this position will strengthen the department or division.**

This position will help the Puente Co-Coordinator run an efficient Puente Program. The assistant will provide valuable administrative assistance and will be another friendly face representing the Puente Program. The three member Puente Team (English Instructor, Counselor, OA II) will be responsible for managing the day-to-day operations of the Puente Program at Cañada College. The Puente Team composition is part of the contract between Cañada College and the Regents of the University of California in order to assure that students receive continuity of Puente program services.

**4. Explain how this work will be accomplished if the position is not filled.**

If this position is not filled, the Puente Co-Coordinator would continue to use 5-10 hours of their workload each week during the Fall and Spring semesters to perform the OAII duties (see below). During the Winter/Summer months there will be no Puente program services because the faculty Co-Coordinator is off-contract.

OA II – The responsibilities of the OAII are the following:

- Puente program first point of contact reception and program enrollment and clerical support
- Exchanges information with college staff and others regarding Puente program services
- Organizes paperwork related to Puente field trips and on-campus group activities
- Assists with implementing Puente program events that are planned by the Puente Co-Coordinator
- Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
- Sets up and tracks budget expenditures and files
- Uses a database and a variety of computer software to set up, track and maintain a wide variety of data and electronic and manual files and to perform data entry and retrieval
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English Instructor – 3 units reassigned time to conduct the following tasks:

- Teach Puente English class and serve as co-coordinator for the Puente program
- Attend conferences to receive training to coordinate an effective Puente program
- Recruit and train mentors for the Puente mentor program.
- Lead all day field trips and evening events
- Integrate Engl 847 and Crer 137 curricula
- Provide direction and support to the OAI
- Design mentor activities both in and out of class
- Promote the Puente program within the English department's basic skills program and its early registration project

Counselor – 50 percent reassigned time to conduct the following tasks:

- Act as the counselor and co-coordinator for the Puente program
- Provide Puente program event coordination, field trips, and Puente reporting
- Collaborate with other staff and faculty to ensure the success of Puente students and the Puente program
- Train Puente mentees and monitor the progress of the mentor-student relationship
- Participate in college and counseling program outreach activities and efforts
- Promote the Puente program within the college and surrounding community
- Attend Puente training programs and workshops with the Puente team (English and counseling faculty)
- Participate in student service division and counseling activities
- Cover the assigned work schedule that includes some evening and weekend hours to accommodate Puente events

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

\_\_\_\_\_  
**Dean / Director / Hiring Supervisor**

\_\_\_\_\_  
**Date**