CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

Job Opportunity

POSITION: PROGRAM ASSISTANT II
Start Date: 2/27/2017 (or soon thereafter)
End Date: 6/30/2017 (possibility for renewal)
Positions: 2
Rate of Pay: $25\hr
Full-time temporary position with possibility of renewal after the 30th of June 2017.

Duties: We are seeking temporary, full-time Program Assistants (level II) to work with the College Implementation Support Team for the CCC Course Exchange. The selected individual(s) will assist College Course Exchange Implementation Teams in project management for technical and program support tasks related to preparing to join the Course Exchange. Duties include communication with pilot college staff, interacting with the colleges' Single Point of Contacts and other members of their implementation team, tracking progress in individual college project plans, and communication with OEI project staff. Use of Basecamp, Google Docs, Spreadsheet software and other technology for online collaboration, communication and record keeping. Assist in planning and logistics for events and meetings and development of informational materials and documentation. Other duties as assigned.

We will consider part-time hires depending on the candidate pool.

Salary Information: The pay rate is $25 per hour and the work location is negotiable (working remotely is a possibility). Some periodic travel for college visits and/or on-site meetings may be required. The positions are temporary, hourly positions scheduled for up to 180 days per fiscal year. Knowledge of project management, communication skills, and problem solving abilities are required. Interest or history of support in online learning or technology implementations are a plus.

Interested individuals should contact Kate Jordahl, Director of Strategic Planning and Operations at kjordahl@ccconlineed.org, and include the following:

- an attached resume
- indicate whether you available on a full-time or part-time basis.