

**MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES**  
**REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS**

**(Instructions for completing this form begin on page 2)**

☒ Classified ☐ Confidential ☐ Administrative

☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

Upward Bound Academic Specialist

FTE (%): 100

**A**

Position: \_\_\_\_\_  
Division: Student Services Department: Counseling  
Term (month/year): 12 months Salary Schedule (Range): A-95  
Work Schedule (Days, Hours): Mon-Fri, 40 hrs/wk

**B**

**Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**

8/31/2024

Incumbent name: Stephania (Alvarez) Gonzalez Last date of employment: August 16, 2024

Reason for vacancy: growth opportunity

**Newly or Previously Budgeted Position - Never Filled**

Fiscal Year Budget Approved: 2024-25 Budget Source (e.g., NRA, Grant Name): TRIO-Upward Bound

**Out-of-Class Assignment Reason** ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill

**C**

**Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**

The Upward Bound Program is a federally-funded TRIO program that requires an Academic Specialist position to meet the requirements of the grant and grant objectives. The Academic Specialist is a critical position that keeps the Upward Bound students on track academically, creates programming along with the

**Area Vice President Initials:** MC

**D**

**Budget information to fund this position:** Upward Bound - Ends 08/31/26

Account Number: 17535-514000-211000-701000-2100 Amount: 100% \$ 135,986

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_% \$ \_\_\_\_\_

Fund (check all that apply): ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☒ Grant ☐ Temporary

☐ Annual renewal of this position is contingent upon the College's receipt of continued funding.

Duration (grant/temporary funded): Beginning date: 09/01/2022 End date: 08/31/2027 08/31/2026

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

The grant is funded through August 31, 2027. We plan to re-apply for another 5 year grant when the opportunity arises.

**Fiscal Use Only:** ☒ Funding available ☐ Funding not available | Position # CA9650 Contract # 213262

**E**

**Signatures - print/sign/date (to be completed in numerical order):**

1. Requesting Manager: Lina Soto Lina E. Soto Digitally signed by Lina E. Soto  
Date: 2024.09.04 12:21:21 -07'00'

2. Division Vice President: Melba Castro Melba Castro 9/16/2024

3. Applicable Human Resources Manager: Stacy Manfredi Stacy Manfredi TDA 9/16/24

4. Chief Compliance/Budget Officer: Roxie Roxie 10/15/2024

5. Vice President, Human Resources: Recommend to fill ☒ Yes ☐ No (see attached rationale) Sokhany Initials Date

**Reviewed by the President's Cabinet, the following action was taken on the above request:**

☒ Approved to fill immediately ☐ Approved to fill (enter date) \_\_\_\_\_ ☐ Denied

6. President/CEO: Martha Garcia Dr. Martha Garcia October 29, 2024

## **UPWARD BOUND ACADEMIC SPECIALIST**

### **DEFINITION**

Under general supervision, provides a variety of academic support services, including advising first-generation, low-income, 9-12 grade students enrolled in La Puente High School and Ganesha High School in preparation of their academic programs by interpreting policies and procedures to promote students' achievement of their educational and career goals; providing advising, academic support, exposure to career and educational opportunities and a residential summer academic program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level classification responsible for providing advisement services to 9-12 grade students regarding educational issues. Positions at this range perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. This class is distinguished from the Educational Advisor classification in that it provides a full range of academic advising in the community college setting to college-enrolled students whereas the Upward Bound Academic Specialist are focused on advising high school students in an effort to assist them in reaching their goal of becoming matriculated college students. This position is distinguished from the Student Services Program Specialist (I and II) in that positions in the Student Services Program Specialist classification provide a broad range of services to potential and currently enrolled Mt. San Antonio College students with the goal of assisting them in achieving success in their vocational and or academic goals.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Provides pre-collegiate educational guidance and assistance to 9-12 grade students by recommending courses that meet high school graduation and a-g requirements.
2. Facilitate and implement after-school, weekend and other tutoring sessions.  
Conduct workshop presentations, enrichment activities, facilitate one-on-one and group sessions, and facilitate student access to academic resources in the target schools and communities.
3. Conduct quarterly needs assessments for participants and monitor individualized educational plans prior to college enrollment.
4. Develop and maintain effective relationships between the program, community, and target school personnel.
5. Assist Upward Bound Program Coordinator with activities such as Saturday Academy, After-school tutoring component, Campus tours, Fieldtrips, Cultural activities, Summer

Academy and residential component, Senior Weekend Retreat

6. Maintain a caseload of students and provide advising, facilitate and implement after-school, weekend and other tutoring sessions conduct workshops presentations, enrichment activities, facilitate one-on-one and group sessions and facilitate student access to academic resources in the target schools and community.
7. Assess the needs of participants and monitor education plans for each participant prior to college admission.
8. Develop and maintain effective relationships between the program and community, and the target schools personnel.
9. Track and monitor participant activities to ensure appropriate and adequate services have been provided for the educational success of each student. Maintain confidential records of program services and update information in Blumen database system.
10. Obtain grade reports and tests scores for all project participants in order to monitor the academic progress of students.
11. Assist Upward Bound Program Coordinator with recruitment of eligible participants into the program and develop a waitlist of qualified potential participants.
12. Meet regularly with parents/guardians of participating students and design/present workshops for parent groups.
13. Assist with planning and supervising of several annual trips to visit colleges/universities and expose students to regional/national cultural, educational, and career opportunities.
14. Contribute to and actively support efforts of the Upward Bound and the TRIO staff through meetings, retreats, program planning, collaboration on activities, and participation in committees.
15. Participate in and contribute to professional development activities of the staff team, including appropriate conference and training opportunities.
16. Develop and maintain a network of academic and career resources for the benefit of the program and participants and connect students with appropriate resources based on student needs.
17. Assume a major role in one or more components of the summer program.
18. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
19. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
22. Prepares and delivers oral presentations related to assigned areas as required.

**QUALIFICATIONS:**

**Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Knowledge of District policies and procedures.
3. In depth knowledge of A-G requirements for college application purposes.
4. Department of Education legislation and regulations governing Upward Bound/ TRIO Programs.
5. Strong general knowledge of local K-12, community college and university curriculum and transfer issues, and policies and procedures.
6. Computer literacy; various software applications e.g., Microsoft Word, WordPerfect.

**Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Interviewing techniques; presentation and counseling techniques.
5. Strong problem solving skills.
6. Excellent interpersonal skills.
7. Excellent negotiating skills.
8. Excellent written and oral communication.
9. Management and organizational skills.
10. Drive between school sites and Mt San Antonio College.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

1. Equivalent to Bachelor's degree from a regionally accredited college or university with major course work in education psychology, social work or a closely related field; and
2. 2-4 years directly related experience advising and working for a program focused on the retention and academic performance of low-income secondary students from diverse backgrounds.

**Desirable Qualifications:**

1. Fluent in Spanish; Knowledge of policies and procedures of the Department of Education legislation and regulations governing TRIO programs; Experience working with an Upward Bound or similar TRIO Program; Blumen (database) experience.
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR

3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **Licenses and Certification:**

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

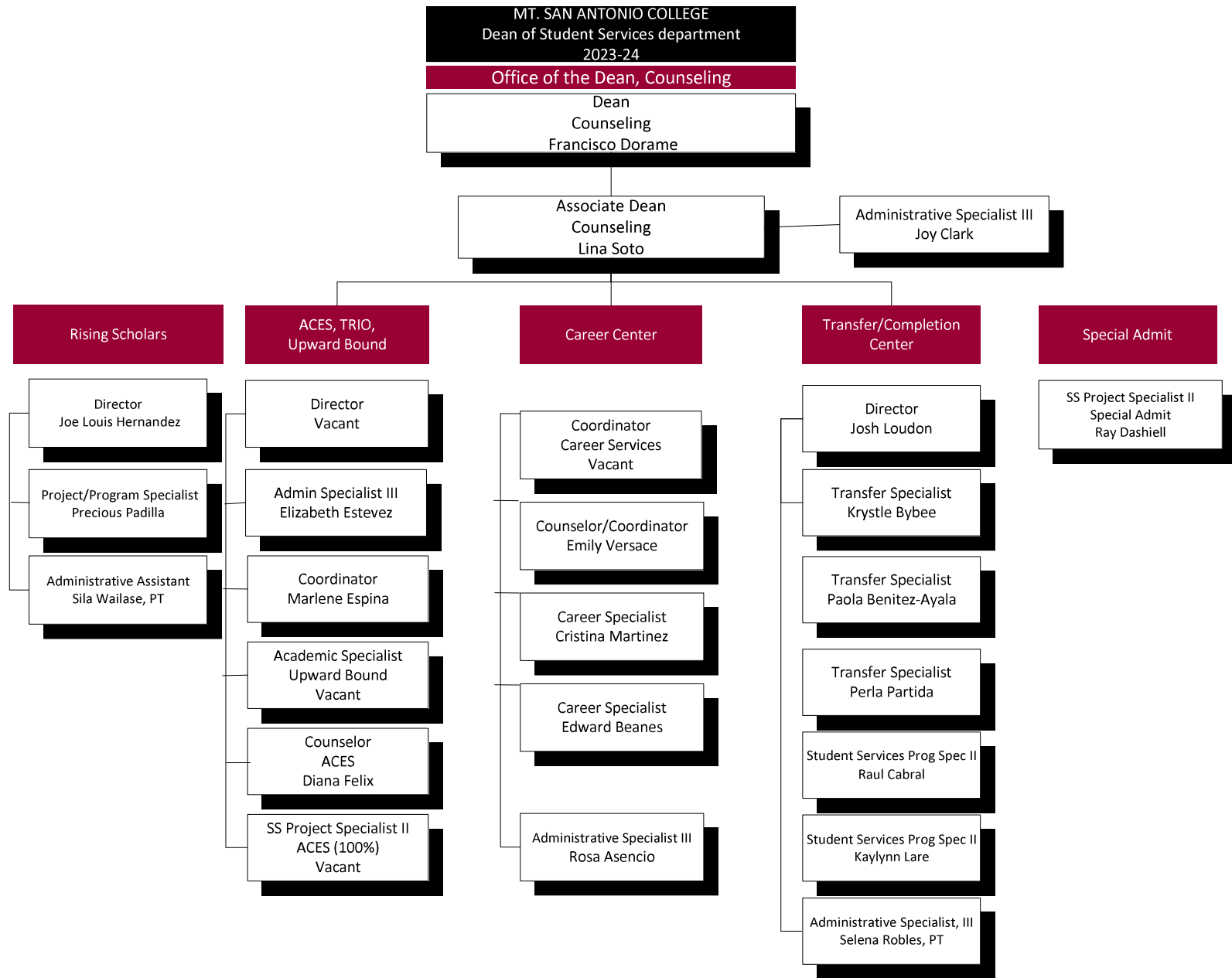
### **PHYSICAL DEMANDS**

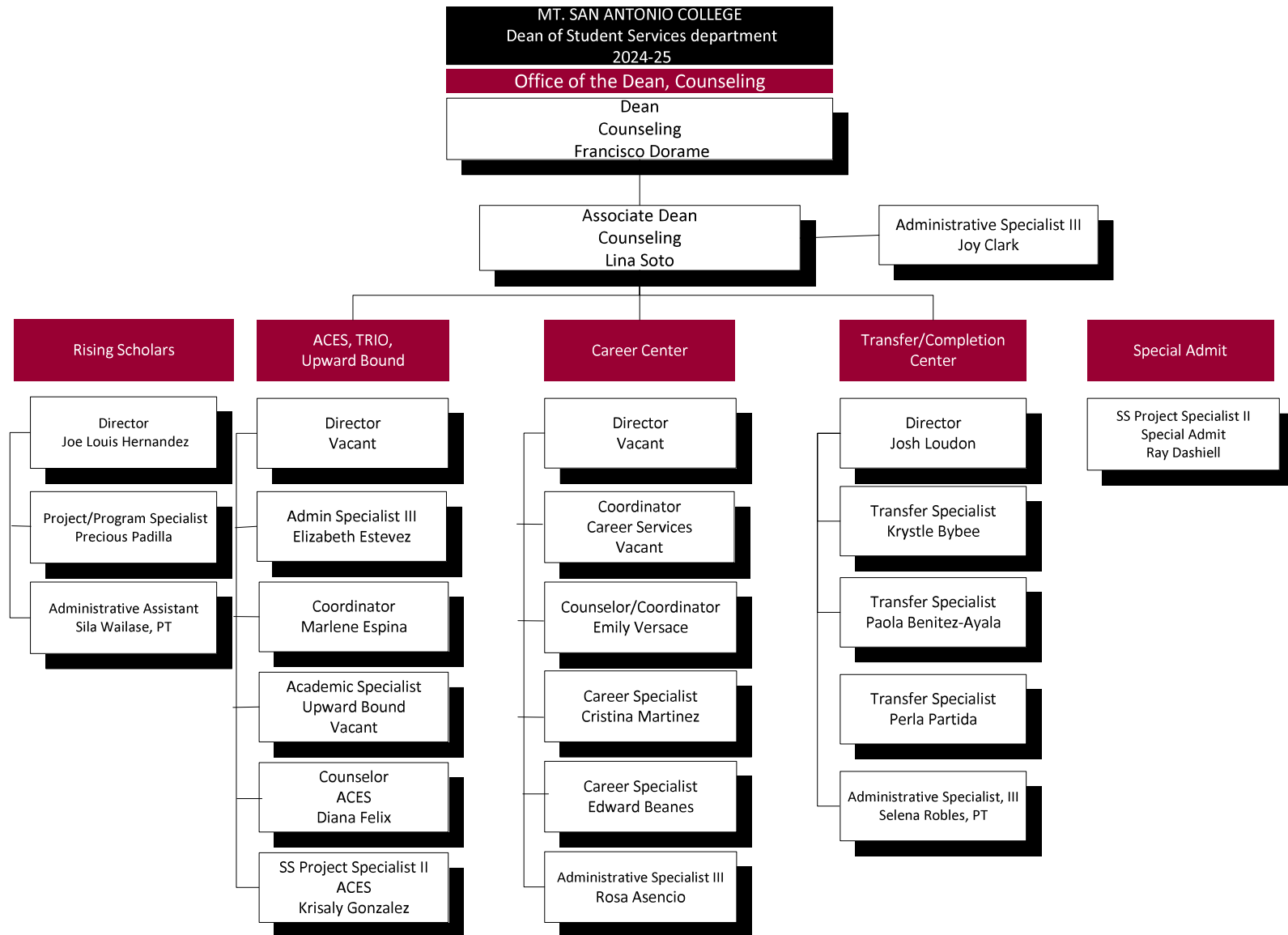
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and telephone; to operate a motor vehicle and to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents occasionally lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Due to the nature of work, employees may come into contact with fumes, dust, and/or odors. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023





## EZ Salary Projection FY 2024-25 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	95
Enter months of employment	12
Enter FTE percentage	100.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$135,986</b>

*For Salary Ranges, please refer to the Human Resources*

*Website/Salary Schedules:*

<http://www.mtsac.edu/hr/salary-schedule.html>

*For questions, contact Christine Lam at Ext. 5428 or [clam@mtsac.edu](mailto:clam@mtsac.edu)*

Revised 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)





## Personnel Transactions

### CLASSIFIED EMPLOYMENT

#### New Hire(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Annual Salary
Castle, Joshua	Laboratory Technician II - Biological Sciences	Biological Sciences	A-086	1	1.000/12 month(s)	09/16/2024	\$70,354.80
Reinoza-Zaldana, Katherine	Student Services Program Specialist II	El Centro	A-079	1	1.000/12 month(s)	08/01/2024	\$65,621.40

#### Promotion(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Annual Salary
Salamah, Hana	Administrative Specialist III	Business	A-081	2	1.000/12 month(s)	09/01/2024	\$70,287.12

#### Temporary Out-of-Class Assignment(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Monthly Salary
Medina, Michelle	Coordinator, Project/Program	HR Investigations and ADA Accommodations	A-095	3	1.000/12 month(s)	07/01/2024 - 12/31/2024	\$7,069.41

#### Separation(s)

The effective date is the employee's first day of separation.

Name	Position	Department	Effective
Alvarez, Stephanie	Upward Bound Academic Specialist	Upward Bound	09/01/2024
Askins, Javonn	Kinesiology/Athletic Technician II	Athletics	09/13/2024
Avila, Collette	Library Technician-Cataloging	Library	08/23/2024
Gomez, Steve	Coordinator, Grants	Grants Office	09/04/2024
Hermosillo, Evelyn	Fiscal Technician II	Fiscal Services	08/15/2024
Mark, Kevin	Athletic Trainer	Athletics	08/01/2024
Mendoza, Elizabeth	Administrative Specialist I	Financial Aid	09/01/2024
Ponzillo, Gizelle	Coordinator, Supplemental Instructional Program	Tutorial Services	09/01/2024