



# Mt. San Antonio College

## EMPLOYMENT OPPORTUNITIES

### Within STUDENT SERVICES

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Website: <http://hrjobs.mtsac.edu> E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**The Student Services Division of Mt. San Antonio College is seeking  
qualified applicants for the following positions:**

### ***CURRENT OPENINGS***

#### **CLASSIFIED (staff) EMPLOYMENT OPPORTUNITIES**

Position Title	F/T or P/T	Department	Closing Date
Business Analyst (Financial Aid)	F/T	Financial Aid, Scholarships, and Veterans	2/4/16
Student Services Program Specialist II (Scholarship Program)	F/T		2/19/16
Administrative Specialist I (Financial Aid) – Scholarships	F/T		2/26/2016
Administrative Specialist I (Financial Aid) – Document Imaging	F/T		2/26/2016
Administrative Specialist I (Financial Aid)—Front Counter Service	F/T		2/26/2016

### ***FUTURE EMPLOYMENT OPPORTUNITIES***

*[pending official posting]*

Position	Notation	Department
Faculty Counselor – Disabled Students	Faculty F/T tenure track	DSPS
Faculty Counselor – General Counseling	Faculty F/T tenure track	Counseling (General)
Faculty Counselor – General Counseling	Open until filled (new)	Counseling (General)
Faculty Counselor – General Counseling	Faculty F/T (new) Basic Skills/Follow-up	Counseling (General)
Faculty Counselor	Faculty F/T (new) Pending assignment	Counseling
Assistant Director, Student Health Center	Management F/T (new)	Student Health Services
Director, International Students Program	Management F/T (new)	Student Services
Judicial Affairs Officer	Management F/T (new)	Student Life

<b>Position</b>	<b>Notation</b>	<b>Department</b>
Director, Success and Persistence	Management F/T (new)	Student Services (VP)
Project Program Coordinator, Upward Bound	Classified F/T; grant-funded	TRiO/Counseling
Admissions and Records Specialist I	Classified F/T	Admissions and Records
Outreach Specialist (focus on Dream)	Classified F/T (new)	High School Outreach
Educational Advisor (focus on undecided students)	Classified F/T (new)	Counseling
Educational Advisor (focus on basic skills students)	Classified F/T (new)	Counseling
Senior Research Analyst	Classified F/T	Student Services (VP)
Educational Advisor, Aspire Program	Classified F/T (new)	Counseling
Educational Advisor, Foster Youth REACH Program	Classified F/T (new)	Financial Aid
Administrative Specialist IV/budget technician	Classified F/T (new)	Student Services (VP)
Project Program Coordinator – Inreach and Retention	Classified F/T (new)	Student Services
Student Services Program Specialist – Bridge Program	Classified F/T (new)	Counseling (learning communities)
Transfer Specialist	Classified F/T (new)	Career and Transfer Services