

# Bilingual Program Specialist 2 - Assessment & Data Quality, Transitional Studies

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## Posting Details

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### Posting Details (Default Section)

**Posting Number:** 01899

**Job Title:** Bilingual Program Specialist 2 - Assessment & Data Quality, Transitional Studies

**Department:** Transitional Studies

**Job Summary/Basic Function:** In this position, you will coordinate orientation and assessment activities for the Transitional Studies Division. Typical duties include:

- Coordinate and schedule CASAS Assessment, orientations, and advising sessions at all main and off-campus locations.
- Oversee data entry into WABERS+. Resolve quality control issues with assistance from the Dean when necessary. Ensure accurate data for Transitional Studies Programs. Prepare and present reports as requested for documentation and reporting purposes.
- Train and inform faculty on assessment, data compliance and tracking.
- Earn and Maintain status as a CASAS Certified Trainer, Coordinator and Proctor. Serve as a Cadre Coordinator between other agencies, including local stakeholders, the state and individuals.
- Interview and make recommendations on selection of applicants for lab technicians and work study students. Train, assign and schedule daily work for lab technicians and work study students.
- Develop information in support of budget requests required to maintain the program, order and sign for CASAS material and CASAS Testing Units.
- Must have the ability to communicate clearly, consistently as part of a team to achieve Division goals.
- Coordinate other data projects for the Division as assigned.

### Minimum Qualifications:

- Associate degree, or higher qualification
- Three or more years of office work, data analysis or applicable experience supporting the above mentioned functions
- Fluent in oral and written Spanish
- Experience working in an ethnically, socio-economically, and/or culturally diverse environment
- Proficiency with Microsoft Office programs, including Word, Excel, and PowerPoint
- Experience in database management and quality control
- Valid driver's license and reliable vehicle for travel to outlying program sites in Snohomish County.

### Preferred Qualifications:

- Bachelor's degree in related field
- Experience in coordinating orientations and/or advising sessions for students and working with standardized assessments

- Experience working in a community college or other higher education setting
- Experience with Microsoft ACCESS, or willingness to be trained and learn ACCESS

**Physical Demands**

Everett Community College follows the Americans with Disability Act (ADA) and provides the following information as a guideline for applicants:

- Ability to sit or stand for extended periods of time
- Dexterity of hands and fingers to operate office equipment
- Ability to see to read and verify data and prepare various materials
- Ability to hear and speak to exchange information on the phone or in person

**Work Hours:**

Work schedule is typically 8:00 a.m. to 5:00 p.m. Monday through Friday. During orientation and assessment periods of the academic year, this position requires a work schedule that includes evening and weekend hours. Summer quarter schedule is Monday through Thursday.

**Posting Date:**

03/10/2017

**Closing Date:**

03/27/2017

**Open Until Filled**

No

**Special Instructions to Applicants:**

This position is 1.0 FTE (40 hours per week), 11 months per year. Eligible for benefits.

Initial phone interviews (in Spanish) will be scheduled for selected applicants on April 6, 2017.

Everett Community College's vision, strategic plan and core themes value, respect and uphold diversity, equity, cultural competence and inclusion. Hiring and retaining a diverse workforce is a commitment for our institution.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age.

This position is included in the Washington Federation of State Employees Union.

**Notice to Applicants****Drug-Free Campus**

In compliance with federal and state regulations, EvCC is committed to a safe and drug-free campus. Employees are required to comply with EvCC's policy prohibiting illegal drug use or activity, including notification of criminal drug convictions and the use of prescription drugs or over-the-counter medications that are likely to affect job safety.

The complete policy is available at the EvCC Policies page. If you would like a printed copy of the policy, or if you have any questions, please contact the Human Resources Department at 425-388-9229.

**Safety and Security**

EvCC strives to be a safe, secure and prepared campus for our students, staff and community. Detailed information regarding campus security, crime statistics for the most recent three year period, and other information is available on the Campus Safety, Security and Emergency Management page.

This information is required by law and is provided by the EvCC Security Department. If you would like a printed copy of this information, you may contact the Security Department at (425) 388-9990.

Salary

\$3,062 to \$4,005 per month

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this opening?
    - WorkSource
    - Indeed.com
    - HigherEdJobs.com
    - SBCTC jobs page
    - Heraldnet
    - Craigslist
    - Other online advertisement
    - Facebook
    - LinkedIn
    - Other social media site
    - Newspaper, Magazine, or other print advertisement
    - Job Fair
    - Referred by an EvCC employee
    - Referred by another contact
    - Other
  2. \* Do you have high level communication skills in oral and written Spanish and English languages?
    - Yes
    - No
  3. \* Do you have an Associate degree or higher?
    - No Response
    - Yes
    - No
  4. \* Do you have intermediate to advanced level skills in Word, Excel, and PowerPoint?
    - Yes
    - No
  5. \* Describe your experience with creating and maintaining databases.  
(Open Ended Question)
  6. \* Describe your experience working in a culturally diverse environment.  
(Open Ended Question)
  7. \* Describa cómo llegó a ser competente en español tanto oral como escrito (Por favor, responda esta pregunta en español).  
(Open Ended Question)
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## Required Documents

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Required Documents

1. Cover Letter
2. Resume

Optional Documents

None