El Camino College

Student Services Technician

(Community & Continuing Education)






ABOUT THE ROLE

Under the direction of an assigned supervisor, perform specialized technical duties in an assigned student services area such as admissions and records, scholarships, veterans program or other assigned area.

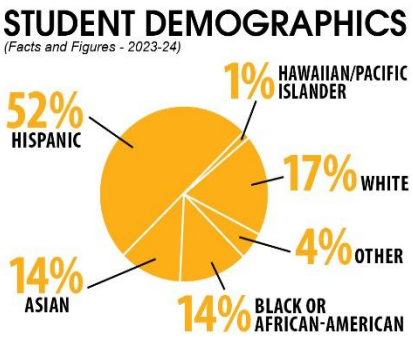
This position is contingent upon available categorical funding

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.



As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately $600,000 awarded annually. With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

STUDENT SERVICES TECHNICIAN

(COMMUNITY & CONTINUING EDUCATION)

Division: Library, Academic Support, & Noncredit
Posting Closing Date: 11/30/26
Req: C2627-017
Position Type: Classified

REPRESENTATIVE DUTIES

Provide technical assistance and information to students regarding admissions and records, scholarships, veterans benefits or other assigned student services area.

Instruct students in correct procedures for completion of forms and applications; explain applications, requirements and restrictions; review completed forms for accuracy and completeness.

Prepare and maintain records, reports, lists and files related to assigned function.

Process applications and forms according to established procedures; request transcripts, records and other information needed to determine status of applications and forms.

Analyze and determine status of applications and forms; refer problems to supervisor for assistance and resolution; notify students of determination of need for additional information.

Prepare and transmit correspondence for students, verifying student status and other information; respond to requests from other educational institutions and agencies involving the verification of student status and records.

Operate a PC or computer terminal to update student records, input data, generate reports and verify student information; verify data for accuracy and completeness.

Communicate with College personnel and representatives of community organizations, governmental agencies and educational institutions regarding assigned function.

Operate office equipment including typewriter, calculator, copier and computer terminal.

Maintain current knowledge of rules, regulations, policies and legislation concerning the assignment.

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience involving frequent public contact.

DESIRABLE QUALIFICATIONS

Experience with or interest in working with nontraditional students including adult learners and students learning English.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Basic mathematical skills.

Abilities/Skills:
Perform specialized clerical and technical duties related to an assigned area of student services.
Learn and interpret rules, regulations and policies regarding assigned student services area.
Operate office equipment including typewriter, calculator, copier and Personal computer.
Communicate effectively both orally and in writing.
Work independently with little direction.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Train and provide work direction to others.
Maintain records and prepare reports.

WORKING CONDITIONS

Typical office setting.
Extensive computer work.
Long periods of standing and sitting.
Ability to carry up to 25 lbs.
Ability to move from one work area to another as needed.

CLOSING DATE: MONDAY, NOVEMBER 30, 2026 at 3:00 p.m.

SALARY: Starting salary is $5,324.94 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached ($6,800.34 monthly).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be Monday through Friday 10:00 a.m. until 7:00 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: ADA Job Applicant Accommodation Request (maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance
The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability
Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement
Full-time employees contribute a percentage of their regular salary the Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours
During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: http://www.elcamino.edu/jobs
2. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.