



# GAVILAN COLLEGE

## Campus Support Services Technician

Open Until Filled

**Part-Time Temporary Position (0.725 FTE)**  
**Up to 29 hours per week, non-benefitted**  
**Classified Salary Schedule Track 10, Step A**  
**(Currently: \$22.77 per hour)**

### **About Gavilan:**

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; in 2020-21, we awarded more than 600 Associate Degrees and 797 career education certificates.

Gavilan College, a Hispanic Serving Institution with a 58% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

### **Ideal Candidate:**

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to attract candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. The ideal candidate understands the mission and purpose of the Athletic/Kinesiology department and demonstrates a commitment to student-centered practices,

effective cross campus collaboration, purposeful service to the community and culturally responsive practices.

The ideal candidate will excel in managing the operations of the District's mailroom and reprographics department, demonstrating a strong understanding of U.S. Postal Service (USPS) regulations and ensuring compliance with all mailing requirements. They will have hands-on experience with high-speed production printers and reprographic equipment, including maintenance and minor repairs. Exceptional customer service skills are essential, as the candidate will be expected to communicate processes and procedures effectively. This role offers flexible hours, ranging from 16 to 20 hours per week, with scheduling that varies based on the needs of the college and department.

### **The Position:**

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as a professional who empowers students of diverse backgrounds to reach their potential through innovative, structural change, we invite you to apply for the Substitute Campus Support Services Technician position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

**Essential Duties:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Reviews duplicating orders arriving by mail, phone and email and estimates completion time considering size, complexity and competing projects;
- Plans daily work schedule to accommodate work volume and deadlines;
- Operates digital copying machines, maintains their operating condition, makes minor adjustments and repairs, and decides when to contact a technician for repair or instruction;
- Operates paper cutter, folder, drill, binding machine and stapler to make booklets; and operates a pad to glue various types and sizes of paper;
- Establishes standards for submitting orders such as amount of advanced notice required and information that must be included;
- Resolves workload conflicts with an understanding of what jobs generally take priority over others;
- Prepares course materials to be sold in campus bookstore, ensuring compliance with copyright procedures; completes and records information and prepares purchase orders for billing;
- Ensures the security of work produced such as by wrapping confidential and thesis materials, and ensuring the proper persons pick up completed work;
- Drives a vehicle to deliver large orders to campus locations;
- Maintains inventory of supplies required to run the department;
- Purchase supplies and materials within established budget, shopping for price and quality;
- Reviews all materials to ensure compliance with copyright rules;
- Maintains records and prepare reports of work completed.

**Minimum Qualifications Education and Experience:** Any combination of training and experience equivalent to:

### Knowledge:

- Qualities and uses of various types of paper stock and inks.
- Function, operation and maintenance of duplicating equipment.
- Basic use of personal computer including communications, word processing and spreadsheets.
- Office organization and record keeping.

### Skill in:

- Providing excellent customer service including negotiating customer requests; resolving conflicting deadlines; and working effectively with persons of diverse backgrounds.
- Operating reprographics equipment including copiers and machines used for collating, folding, binding, trimming, stapling and print production processes.
- Basic math for calculating orders for materials based on size and complexity of projects.
- Referring to and reading operating manuals to learn features and techniques of equipment use.
- Maintaining records and preparing reports

### Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

### **Illustrative Education and Experience:**

A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Two years of experience in a busy, high volume reprographics center. Formal or informal training in office procedures, record keeping and basic business math.

**Physical Characteristics:** The physical abilities involved in the performance of essential duties are:

Sitting, standing to supervise home contests, perform training room activities and administration; walking from training rooms to fields or gym; running in response to emergencies; climbing, bending, stooping to operate equipment assess and treat injuries, and access supplies; hand/finger movement sufficient to type, treat injured athletes, operate and handle equipment; and lifting up to 75 pounds. Must be able to carry equipment for long distances and time durations. This work is performed indoors and outdoors in a variety of weather conditions

Sight to view materials, read text and computer screens, and drive a vehicle; color vision to select and match colored paper; hearing and speech to communicate with customers, clarify orders, explain processes and troubleshoot equipment problems; smell to detect toxic fumes, overheating equipment, and fire danger; manual dexterity to operate machines and handle materials; lifting up to 50 pounds to store and deliver supplies and materials; mobility and flexibility to operate and maintain equipment and to move among counter and equipment and deliver orders; sitting to review work and materials, operate computer and complete paperwork; working in exposure to chemicals, fumes and unpleasant odors, some of which are toxic; noise and safety hazards of equipment. This work is performed indoors in the college's reprographics center and outdoors delivering orders by vehicle.

### **Application Process:**

To be considered for this excellent opportunity the following items are required to be received by the CCC **CCC Registry website:** [www.cccregistry.org](http://www.cccregistry.org)

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information). Apply at [www.cccregistry.org](http://www.cccregistry.org) \*
2. Cover letter detailing qualifications and experience\*
3. Abbreviated Curriculum Vitae or Resume\*

\*Denotes application materials that are required for full consideration.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources

department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

**Please be aware, the District does not reimburse for expenses related to the recruitment process.**

**NON-DISCRIMINATION**

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 for assistance.