



EMPLOYMENT OPPORTUNITY

August 7, 2000

SUPERVISOR, EMERITUS PROGRAM

Community Education & Economic Development

100% time, 12 month term

Current hours: Mon - Fri, 8:00 a.m. - 5:00 p.m.

SALARY: Range 90, Steps 1 - 6, \$3,740 - \$4,780. Initial salary placement, Step 1.

HEALTH & WELFARE BENEFITS: College contributes \$6,120 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. New employees may contribute 4% of salary toward Retiree Lifetime Medical Benefits Program.

OVERVIEW:

Under the general supervision of the Director, Community Services and Programs, coordinates all aspects of the Older Adult Program.

EXAMPLES OF DUTIES:

- Act as liaison between instructional staff and the Vice President, Community Education & Economic Development and the Director, Community Services and Programs.
- Provide leadership by designing and presenting training and development opportunities for older adult faculty.
- Prepare and submit course schedule for each semester.
- Schedule instructional staff.
- Research and implement new methodologies for working in the field of Gerontology.
- Implement the State Standards for Older Adult Programs.
- Identify new sources for funding and write proposals.
- Conduct special events for Older Adults i.e., Art Show, Decathlon.
- Identify new programs to augment existing programs, expand classroom locations throughout the District.
- Coordinate, plan and evaluate existing services and assist in program review.

It is the policy of Mt. San Antonio College that harassment is prohibited and that all persons shall receive equal employment and educational opportunities without regard to sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV & AIDS), marital status, sexual orientation, or Vietnam Era Veteran Status. This nondiscrimination policy covers Family and Medical Care Leave and Pregnancy Disability Leave.

The college actively seeks applications from women, ethnic minorities, and persons with disabilities for desired staff diversity. Contact the Office of Human Resources if you need any special accommodations to complete the application process at 909-594-5611, ext. 4225.

Supervisor, Emeritus Program

MINIMUM QUALIFICATIONS:

Knowledge of:

- *Emerging models for the development of teamwork and continuous improvement processes;*
- *The field of Gerontology and its application to working with Older Adults;*
- *State requirements for offering Older Adult Programs through non-credit;*
- *Personal and social issues confronting the elderly, both the fragile and non-fragile senior, living at home or in a facility for older adults;*
- *Curriculum preparation and implementation;*
- *Grant writing and research;*
- *Increasingly responsible supervisory experience in an instructional setting.*

Ability to:

- *Recommend continuous improvement projects related to learner needs;*
- *Work effectively with Older Adult staff to support the teaching and learning environment;*
- *Communicate effectively in oral and written modes;*
- *Write grants and conduct research projects with this special population;*
- *Use the theoretical practice of Gerontology in all courses.*

Education and Experience:

Bachelor's Degree in Sociology, Gerontology or related field preferred; or five years of increasingly responsible experience in working with an Older Adult Program working within an academic setting.

Recommended candidate for this position will be required to obtain fingerprint clearance prior to beginning employment.