

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Classified Hourly Position

## Massage Therapy Program Assistant

Job #07-066CH

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Massage Therapy Program Assistant, De Anza College**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Respond in a timely manner to e-mail, phone inquiries, and correspondence from prospective students of the program. Assist instructors in the instruction and grading of student SOAP charting skills. Tutor students on the Salon Iris software program and assist with the student-run clinic. Update graduate contact database on a continual basis. Update graduate survey and distribute yearly. Maintain accurate financial records. Create course completion certificates for all students in the massage program. Provide students with information and the paperwork necessary to successfully complete the internship appropriate to the individual student's massage certificate goal. Keep a detailed and accurate database for all complete and incomplete internships. Order and maintain supplies, tools, and aids for the program. Monitor electronic job board to ensure respectable, professional employers post jobs for De Anza College graduates. Encourage professionals within the community to place job postings on site. Update the massage program web site as necessary. Act as liaison with all massage program instructors. Assist all Massage Program instructors with various projects. Assist with the planning of massage events.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Proficient in appointment scheduling and financial record keeping software, Microsoft Word, Excel and Outlook.

#### **PREFERRED QUALIFICATIONS:**

1. Proficient in Salon Iris scheduling.
2. Proficient in SOAP note chart documentation.
3. Knowledge of the De Anza College Massage Program, curriculum, internships, program certificates, job opportunities, licensure requirements, and national certification requirements.
4. Knowledge of record keeping techniques.
5. Knowledge of modern office practices and procedures and equipment.
6. Knowledge of computers, including familiarity with Word, Excel, and ClipArt.
7. Knowledge of web site maintenance.
8. Ability to communicate both orally and in writing.

9. Ability to use interpersonal skills with tact, patience and courtesy.
10. Ability to establish and maintain cooperative and effective working relationships with others.
11. Ability to help students learn proper SOAP note charting skills.
12. Ability to maintain records and files.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Massage Therapy Program Assistant.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$17.50 per hour; level 6-36

**Position:** Part-time (**40%**), Permanent, 11 months per year, Flexible schedule, hours may fluctuate based on program need. Not to exceed sixteen (**16**) hours per week.

**Starting date:** As soon as possible upon completion of the search process.

**Schedule:** Monday –Thursday 8:00 a.m. – 12:00 p.m.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

#### **-OVER-**

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>