

Job Description

Title:	Draft/Revision Date:
FLSA Status:	Position Status: Full-Time/Part-time/Fixed-Term Work Schedule:
Location:	Work Mode:
Department:	Rate of Pay:
Manager Title:	Union Position: Yes/No

About CCA

Founded in 1907, California College of the Arts (CCA) is an independent art college with 22 undergraduate programs in architecture, design, fine arts, visual studies, and writing. The college also has graduate programs in architecture, comics, curatorial practice, design, design strategy, film, fine arts, visual and critical studies, and writing. Through these programs, the college has created a dynamic and interdisciplinary environment. Diverse cultural perspectives enrich the CCA community and the college believes that continuing to expand the horizons of the students and faculty is essential to achieving its educational objectives. With a growing San Francisco campus, CCA currently enrolls 1,620 full-time students.

Position Summary

Summarize the position here, can include the primary qualifications needed here as well as they relate.

Main Responsibilities

List the primary job duties and responsibilities using headings(bolded) and then give examples of the types of activities under each heading. Each heading should have a % of time. The total percentage should equal to 100.

MAIN RESPONSIBILITIES:

Heading - #%

- Nagkjdfngakfngaf

- Fbjnfkbnafkjgnbkjfgnbkjfgnb
- Gbnskgnbksfgnbksjgnfbksjfgnbk

Heading - #%

- Rthwyhetyjryubmflg
- Blksfmgbkmsfmgbkmsfmgmsfklgmbfkls
- lbskmbglmsflbgmlsfmgmbfsgm

MINIMUM QUALIFICATIONS:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position. Define which are required versus preferred.

All qualifications must comply with state and federal non-discrimination guidelines.

Qualifications include:

- *Education*
- *Specialized knowledge*
- *Skills*
- *Abilities*
- *Other characteristics such as personal characteristics*
- *Professional Certification*
- *Experience*

COMPENSATION & BENEFITS:

- The range for the position is \$-\$/hour/annually.
- CCA offers a comprehensive benefits package, including the choice of five medical plans, generous holiday, sick & vacation time, a retirement match and tuition remission. CCA covers an average of 91% of the medical plan cost for the employee only and an average of 82% for employees with dependents. More information can be found here: <https://portal.cca.edu/working/office-human-resources/employee-benefits>.

POSITION DETAILS:

- CCA considers a full-time work week to be 37.5 hours per week.
- Schedule:
- Work Mode:

- This position is represented by our local SEIU 1021 union and you will be required to become a member or pay an agency fee.

Please note that in an effort to keep the CCA community safe, the College requires all staff, faculty, and students who are on campus to be fully vaccinated, including to have received a booster shot (if eligible). The job responsibilities of this position may require time regularly spent on campus, and therefore the incumbent will be asked to follow the CCA vaccination requirement, unless an exemption is approved. Please reach out to hr@cca.edu with any questions.

Supervisory Responsibility

Will this person directly supervise other FT/PT employees, if so include the number of employees. Will this person indirectly supervise other FT/PT employees, if so include number of employees and details of the indirect relationship. Also include any people manager responsibility for workstudy students.

Working Conditions

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, etc. Should also state, if working in a climate controlled office setting.

Physical Requirements

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks including typing, or a setting where the incumbent is mainly sitting.

EEO Statement

As an educational and cultural institution, California College of the Arts has a responsibility to provide access and opportunities for all people, with special attention to supporting groups historically underrepresented in higher education.

We believe that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability.

CCA applies the SF Fair Chance Ordinance. Applicants with a criminal law record are considered along with other applicants.

California College of the Arts is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.

Compensation Group/Level/Salary Range (For HR Use Only)

SOC Job Classification (For HR Use Only)

Other Job Classifications (For HR Use Only)

Job Group:

Max PTO Accrual: Yes or No

Benefits Exception: Yes or No