

Work Study Program Coordinator

Call ID: NAD-MBA-000329-2024

Where: La Selva Beach, United States

When: Jun 1, 2024 - Jun 30, 2025

Summary

Job Title: Student Work Program Coordinator

Location: La Selva Beach, CA

Position Type: Full-time

Job Overview:

We are seeking a dedicated Student Work Program Coordinator to oversee the successful implementation and management of our Student Work Program (SWP). The ideal candidate will ensure compliance with the California Child Labor Law, manage the program budget, oversee training requirements, and coordinate work assignments for new and returning student workers.

NO EXPERIENCE REQUIRED - ON-THE-JOB TRAINING PROVIDED

Key Responsibilities:

Program Compliance and Budget Management:

- Ensure SWP is compliant with California Child Labor Law.
- Manage the program's budget effectively.
- Guarantee timely completion of required training, including online Food Handler Training for Café workers.

Returning Student Workers:

- Receive and review California B1-1 forms (Application for Work Permit).
- Prepare and process Work Permits using the Quick Permit App.
- Facilitate the signing of Work Permits by students and MBA
- Coordinate with CCC for document management and job assignments.

New Student Workers:

- Review and process California B1-1 forms received via School Mint.
- Prepare and oversee the signing of Work Permits.
- Assign students to job supervisors and assist with Paylocity setup.
- Manage documentation, including US Passport, Driver's License, Social Security Card, Birth Certificate, tax forms, and work permits.
- Facilitate student onboarding in On Board Centric.

Work Assignments and Reporting:

- Assign returning and new students to appropriate supervisors.
- Publish job assignments and maintain a comprehensive Student Work Program Excel Spreadsheet.
- Prepare and publish periodic reports detailing program budget, variance, and student account charges.

Paylocity Management:

- Clear "missing punches" and review timecards for accuracy.
- Communicate with supervisors and students regarding payroll issues.
- Send Tithe Withholding request forms to payroll.

Qualifications:

- Knowledge of California Child Labor Law.
- Proficiency in Microsoft Excel and familiarity with payroll systems like Paylocity.
- Excellent organizational and administrative skills.
- Strong communication and interpersonal abilities.
- Ability to multitask and manage various project elements simultaneously.

How to Apply:

Please submit your resume and cover letter detailing your experience and interest in the position to finicial@montereybayacademy.org.

We are looking forward to your application!

Destination

La Selva Beach United States

Term

Long-Term, 12 - 24 months, Jun 1, 2024 - Jun 30, 2025

Position

Type: Accounting/Business, Total People Required: 1, Target Age: Any

Finances

Cost: \$0.00, Monthly Living Allowance: \$200.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Private living space with a private bathroom, daily meals

Restrictions:

No children. No spouse. No pets.

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Candidates with complicated health issues may be rejected since we can't assist in that regard

Dress

Acceptable:

Casual and modest

Unacceptable:

Improper for a Seventh-day Adventist Christian

Duties

Additional Qualifications:

- Fluency in English
 - Bachelor's degree is preferred
 - Excellent number skills
 - Flexible and organized
 - Strong interpersonal skills
 - Punctual, reliable
 - Reflect Christ's character to students through your life and interactions
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Experience

No experience is required. Training will be provided

Education

1-Yr College

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Administration

Host « Private »

Host Contact « Private »

Travel Documentation

Travel

Destination City **La Selva Beach** Destination Airport **(SJC) San José Mineta International Airport**

Medical

Required Inoculations **(not set)** HIV Clearance Required? **No**
Medical Recommendations **(not set)**

Visa

Visa Required? **No** Visa Type **(not set)**
Visa Application By **(not set)**
Work Permit Required? **No**
Work Permit Application By **(not set)**
Police Clearance Required? **No**
Child Protection Required? **No**
Send Documentation To **(not set)**
Documentation Deadline **(not set)**
Visa Travel Details
(not set)

Interview

Phone Interview Required? **Yes**
Signed Agreement Required? **Yes**

Orientation

Orientation on Site? **No**
Orientation Stipend? **No**

Travel Advisory

United States

1 Exercise normal precautions