

CLASSIFIED SPOTLIGHT

Name: Aracely Bautista

Department: Career Technical Education (CTE)

Position: Administrative Technician

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What does your department do?

Career Technical Education are majors students can study that give them all the benefits of an education at Mesa College, but also provides them technical and occupational training that gets them ready for a job as soon as they graduate. The CTE office is responsible for managing the Strong Workforce State program funding and the Work-Based Learning (WBL) program. Our WBL program supports a continuum of experiential learning strategies and activities designed to bridge students' educational learning with valuable real-work experience.

What do you do?

I coordinate and provide support for managing departmental budgets; monitor, reconcile, audit and analyze Strong Workforce grants, including, but not limited to budget, payroll, contracts, employment, travel, purchasing, budget projections and reporting. I have to maintain up-to-date knowledge of District, Regional and State budget processes and restrictions. I also provide technical administrative support to faculty administrators, staff, students and the public.

Common issues you help students/staff with?

Most commonly, Staff/Faculty wanting to know how soon they can get their approved requests processed. We have a wonderful Administrative Services unit (Business Services, Business Office Support, Stockroom, Print & Mail and others) who I work closely with; they provide all the assistance, guidance for all the different instructional programs, grants, processes our office provides support to. They are always willing to work with us and get to our staff, faculty and more importantly to our students what they need as soon as possible.

What do you like best about your job?

What I like best about my job at Mesa is that is very rewarding to know that we are part of a much bigger picture; like changing lives. The great privilege that I have to work for an institution that provides not only high quality education, but provides opportunities, amazing experiences, unbelievable support and in many cases, provides hope, is priceless. Whether you are a student, an employee, a vendor, or a community partner... it touches many lives and in many cases... changes lives. Our department is one of many departments campus wide that students, faculty, staff, employers and others, can find the support needed. Support such as collaborations, access to internships, work experience, work-based learning opportunities, equipment, supplies, etc., just to name a few, and that we are happy to provide.

Fun Facts: I have a huge bicultural family (Mexico/Philippines) and we love to spend time together doing fun activities/events. I also love to spend time with my beautiful dog, Max.... he's almost 14 years old.

