Employment Opportunity
Confidential Administrative Assistant
CL06-33 (Business Services Office)

Apply by: Wednesday, September 6, 2006 at 4:00 p.m.
(Extended deadline)

About the Position
This full time assignment will perform duties for the Director of Business Services at the Cabrillo College Aptos campus. In addition, a Confidential Administrative Assistant position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties
Under direction of the Director of Business Services:

- Serves as the liaison between an administrator and students, staff, faculty, community organizations, governmental agencies and others by providing information and assistance regarding various College programs, schedules, procedures and requirements and resolving administrative problems
- Receives and screens visitors and telephone calls; screens requests and schedules appointments with staff, faculty and others
- Receives complaints and concerns from faculty, staff and students and responds appropriately in accordance with College policy
- Performs a variety of administrative support duties such as coordinating the administrative details of programs such as planning, scheduling, receiving and directing requests, and attending meetings and preparing minutes of confidential negotiating sessions
- Researches and compiles a variety of informational materials from sources both inside and outside the office, including material for submission to the Governing Board
- Drafts, types, or word processes, edits and prepares agenda items for the Governing Board
- Opens and sorts mail, attaches pertinent back-up materials and prepares responses
- Types or word processes drafts and a wide variety of finished documents including instructional and administrative materials from stenographic notes, electronic dictation, brief instructions or prior materials
- Uses word processing equipment and inputs or retrieves data and prepares reports using an on-line or personal computer system
- Maintains the administrator's calendar; makes travel and lodging reservations and schedules, arranges for and attends meetings and prepares minutes
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Prepares and/or reviews for accuracy timecards and other personnel documents
- Organizes own work, sets priorities, and meets critical deadlines
- Organizes and maintains various files which may involve confidential information and purges files as appropriate
- Assists in the selection of student assistants; may direct the work of assigned staff on a project or day-to-day basis; and provides work instruction as required
- Performs related duties as required and/or assigned
Qualifications

Equivalent to graduation from high school and three years of secretarial experience providing office and administrative support.

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including filing and business letter writing
- Organization and function of an educational institution
- The terminology and basic principles and concepts of the administrative or instructional functional areas to which assigned
- The operation of standard office equipment, including a word processor and/or a personal or on-line computer and appropriate software, i.e. electronic calendaring systems, Excel, Word, Adobe Acrobat
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Recordkeeping and filing principles and practices
- Basic budgetary principles and standard business mathematics

Skill in:

- Providing varied office administrative and secretarial assistance to administrative staff
- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction
- Researching, compiling and summarizing a variety of information
- Directing the work of a staff and providing instruction in work procedures
- Establishing and maintaining detailed and accurate records and files
- Composing correspondence independently or from brief instructions
- Using initiative and judgment within established guidelines
- Maintaining confidentiality of information
- Maintaining the calendar for the administrator
- Understanding and following oral and written directions
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing or operating a keyboard at a rate of 55 net words per minute from printed copy

Desirable:

- Completion of two years of college level coursework in business or office administration
- Experience in an educational setting
- Experience working in a business office, monitoring and tracking departmental budgets and expenditures
- Ability to format and develop electronic forms, templates, budget and financial schedules through the use of technology
**Salary**  
*$2956 to $3259 per month to start, plus benefits; seven step schedule to $3962 per month. Full-time, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents, for medical, dental, life insurance and long-term disability insurance.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.

**How to Apply**  
Application forms may be obtained through the Human Resources web site:  
[http://www.cabrillo.edu/services/hr/apps/index.html](http://www.cabrillo.edu/services/hr/apps/index.html) OR at the office location noted below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA  95003  
Phone: (831) 479-6217  
Fax: (831) 477-3545

**Postmarks or E-mail transmittals are not accepted**

*EACH APPLICANT MUST SUBMIT:*  
a) Completed and signed Cabrillo College application  
b) Resume – job related  
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) A current typing certificate (issued within the last year) showing proficiency of 55 net words per minute.  
e) Criminal History Inquiry Supplemental to Application

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.*

APPLICANTS ARE ENCOURAGED TO SUBMIT:
- Documentation such as college transcripts in response to this position’s desirable qualifications of two years of college level coursework in Business or office administration

**Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.**
Selection Procedure  Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) will be administered. Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline  All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Wednesday, September 6, 2006. (Postmarks or e-mail transmittals are not accepted.) Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.

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