



Employment Opportunity

Office Assistant I

CL09-32 Cabrillo Advancement Program (categorically-funded assignment)

Apply by: 4:00 p.m., Monday, November 30, 2009

About the position:

The currently advertised half-time assignment will perform duties for the Cabrillo Advancement Program (CAP) in Aptos. An Office Assistant position eligibility pool may be established in order to fill other part-time or substitute assignments.

Examples of Duties:

Under general supervision of the Cabrillo Advancement Program (CAP) Program Coordinator:

- Serves as receptionist and receives and screens visitors and telephone calls and takes messages; may provide bilingual services to the monolingual and limited English speaking program participants
- Provides factual information regarding college or department courses, activities and functions
- Types correspondence, reports, schedules, brochures, instructional materials, rosters and specialized documents related to the function of the Cabrillo Advancement Program, from drafts, notes, dictated tapes, or brief instructions using a typewriter, word processor or computer keyboard
- Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling
- Enters and retrieves data and prepares reports from an on-line or personal computer system, following established formats
- Prepares and updates a variety of reports, which may require the use of arithmetic calculations
- Maintains records and processes forms, such as payroll records, purchase requisitions, course listings and schedules and others specific to the Cabrillo Advancement Program
- Performs office support activities as opening and distributing mail, processing outgoing mail and maintaining an inventory of office supplies
- Establishes and maintains office files; researches and compiles information from such files
- Operates standard office equipment
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to graduation from high school.

Knowledge of:

- Policies and procedures related to the Cabrillo Advancement Program
- Office practices and procedures, including filing and the operation of standard office equipment
- Business letter writing and the standard format for typed materials
- Business mathematics
- Basic business data processing principles and the use of word processing or personal computing equipment
- Correct English usage, including spelling, grammar and punctuation

Skill in:

- Performing detailed clerical work accurately
- Organizing and maintaining accurate files and records
- Composing routine correspondence from brief instructions
- Making accurate mathematic calculations
- Using sound judgment within established procedural guidelines
- Operating standard office equipment, including a word processor and centralized telephone equipment
- Prioritizing work, coordinating several activities and meeting deadlines

- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Understanding and carrying out oral and written directions
- Ability to type or operate a keyboard with sufficient speed and accuracy to enter data and prepare correspondence and reports in a timely manner

Desirable Skill (not required):

- Bilingual in English/Spanish

Salary: *\$1055 to \$1163 per month to start; seven step schedule to \$1414 per month plus employer-paid retirement contribution (PERS). Half-time categorically-funded assignment, 10 months per year. Monday through Friday, 8:00 a.m. to 12:00 noon. Position scheduled to begin as soon as possible, pending continued categorical-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 or factors as may be determined upon submission of appropriate written documentation.

This half-time assignment is not eligible for insurance related benefits.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply: Application forms may be obtained via the Human Resources web site:
<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
 or FAX to: (831) 477-3545

****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) 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.**

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) may 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., Monday, November 30, 2009. (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.