Employment Opportunity
Administrative Assistant
CL05-02 (Watsonville Center)
Apply by: Friday, February 11, 2005, 4:00 p.m.

Class Characteristics
This class is distinguished from other College and programmatic office support classes in that incumbents provide office administrative and secretarial services for a College administrator and associated staff. General work guidelines are normally established by the administrator; however, day to day activities require the use of initiative and judgment, particularly when prioritizing work from several staff members, dealing with staff or student related confidential materials or when dealing with a variety of College students, staff and representatives of the public.

Examples of Duties
Under the direction of the Director of the Watsonville Center:

• 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, telephone calls and requests; schedules appointments with students, staff, faculty and others
• Receives complaints and concerns from faculty, staff and students and responds 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
• Researches and compiles a variety of informational materials including material for submission to the Governing Board
• Drafts, types, or word processes, edits and prepares agenda items for the Governing Board
• May direct the work of assigned staff or student assistants on a project or day-to-day basis
• 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; 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 documents
• Organizes own work, sets priorities, and meets critical deadlines
• Makes travel and lodging reservations
- Organizes, maintains and purges various files which may involve confidential information
- Performs related duties as required 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
- 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 work
- 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**
- College level coursework in business or office administration
- Experience in an educational setting
- Bilingual ability in English/Spanish
- Knowledge of database programs (i.e. ACCESS)
- Ability to work evenings and weekends
Salary  *$2816 to $3105 per month to start, seven-step schedule to $3775 per month; full time, 100% assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m., some evenings and/or weekends may be required. 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, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College provides a benefit stipend up to $4,800 per year for employee only and up to $8,508 per year for employee plus one dependent, and $11,664 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 OR at the office location noted below.

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

*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)  Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).
   •   APPLICANTS ARE ENCOURAGED TO SUBMIT:  Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework in Business or Office Administration
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.

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. An eligibility pool may be established.

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., Friday, February 11, 2005. (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 staff that reflect the rich diversity and cultural heritage of the college district and its student body.

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