Employment Opportunity

Administrative Assistant

CL10-10 Office of the Dean of Student Services

Apply by: 4:00 p.m., Tuesday, April 20, 2010

About the position:
The currently advertised full-time assignment will perform administrative duties for the Dean of Student Services. An administrative assistant position eligibility pool may be established in order to fill other full, part-time or substitute assignments.

Examples of Duties: Under general supervision of the Dean of Student Services, the Administrative Assistant provides support and coordination for the operation of the Student Affairs Office:

- Serves as the liaison between the Dean of Student Services and students, staff, faculty, community organizations, governmental agencies, contractors, vendors and others by providing information and assistance regarding various College programs, schedules, procedures and requirements and resolving administrative problems, including those related to Student Rights and Responsibilities
- Receives and screens visitors and telephone calls; screens requests and schedules appointments with students, staff, faculty and others
- Maintains the Dean of Student Services’ calendar; schedules, arranges for and attends meetings and prepares minutes
- Receives complaints and concerns from faculty, staff, students and others 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 the use of College vehicles, receiving and directing requests for building maintenance, and attending meetings and preparing minutes (such as the graduation committee, running start, and transportation management)
- Prepares and processes a variety of purchase orders and similar documents; reviews and verifies a variety of transactions, payments and other data
- Monitors budget allocations and expenditures, maintains financial and statistical records and prepares financial reports
- Assists in developing program budgets
- 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
- Assists in the selection of support staff or student assistants; may direct the work of assigned staff on a project or day-to-day basis; and provides work instruction as required
- 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
- 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
- Makes travel and lodging reservations
- Organizes and maintains various files which may involve confidential information
- Purges files as appropriate
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to graduation from high school and three years of secretarial experience providing office and administrative support. PLEASE NOTE: Two years of college-level coursework in business or office administration and experience in an educational setting are desirable.
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 (e.g. Word, Excel, and Contribute)
- 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
- Ability to type or operate a keyboard with sufficient speed and accuracy to enter data and prepare correspondence and reports in a timely manner using appropriate software (e.g. Word, Excel, and Contribute)

Salary:  *$3,117 to $3,437 per month to start, plus fringe benefits; seven step schedule to $4,178 per month plus employer-paid retirement contribution (PERS). Full-time assignment, 12 months per year. Monday through Friday, 8:00 a.m. to 5 p.m. Position scheduled to begin as soon as possible, pending continued 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.

Currently Cabrillo College provides a benefit stipend up to $7,832 per year for employee only and up to $14,999 per year for employee plus one dependent, and $20,686 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

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

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.

**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 a 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., Tuesday, April 20, 2010. (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.