Employment Opportunity
Confidential Executive Assistant
CL06-20 (Vice President, Instruction Office)
Apply by: Wednesday, June 28, 2006 at 4:00 p.m.

About the Position
This full time assignment will perform duties for the Vice President of Instruction at the Cabrillo College Aptos campus. In addition, a Confidential Executive 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 Vice-President of Instruction,
• Serves as the liaison between the vice-president and/or other administrators and students, staff, faculty, community organizations, governmental agencies and others
• Provides information and assistance regarding various College programs, schedules, policies, procedures and requirements and resolving administrative problems
• Receives and screens visitors and telephone calls and takes messages or refers callers to the appropriate person, office and/or program
• Screens requests and schedules appointments with students, administration, faculty, and others
• Receives complaints and concerns from faculty, administration, staff, students and the public and responds appropriately in accordance with established College policy
• Performs a variety of administrative support duties such as coordinating the preparation and production of major grant proposals and accreditation reports, arranging logistical details for campus conferences and meetings and serving as support staff to various committees
• Coordinates processing and preparation of appropriate reports
• Researches and compiles a variety of informational materials and reports from sources both inside and outside the office, including materials for submission to the Governing Board and for presentation at conferences
• Directs the work of staff or student assistants on a project or day-to-day basis; provides work instruction as required
• Drafts, types or word processes, edits and prepares agenda items for the Governing Board
• Coordinated the operations and modification of the College’s telephone system
• Prepares and/or monitors the budget for the area to which assigned
• Opens, sorts and prioritizes 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 systems
• Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
• Organizes own work, sets priorities, and meets critical deadlines
• Relieves executive staff of certain administrative details by maintaining a calendar, following up on projects, transmitting information and keeping informed of relevant activities
• Makes conference and travel arrangements
• Organizes, maintains, and purges various files, including confidential and tickler files
• Performs related duties as required and/or assigned

Qualifications  Equivalent to graduation from high school and four years of secretarial experience providing office and administrative support, two years of which involved providing secretarial services to management or administrative staff.

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, responsible and often confidential office administrative and secretarial assistance to administrative staff
• Interpreting, applying and explaining complex policies and procedures
• 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
• Establishing and maintaining detailed and accurate records and files
• Composing correspondence independently or from brief instructions
• Editing a variety of written materials
• Using initiative and judgment within established guidelines
• Maintaining confidentiality of information
• Maintaining a calendar for the administrator
• 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
Salary
*$3104 to $3422 per month to start, plus benefits; seven step schedule to $4160 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.

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
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 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, June 28, 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.