Employment Opportunity

Instructional Division Assistant

CL05-09 (50% assignment)

Apply by: Tuesday, April 5, 2005, 4:00 p.m.

Class Characteristics

This class, in collaboration with and in support of the division dean, faculty, coordinator, and senior accounting specialist, provides primary office administrative assistance for a College division. General work guidelines are normally established by the Division Dean or designee; however, day-to-day activities require the use of initiative and judgment, particularly when prioritizing work from several sources or when dealing with a variety of faculty, staff, students, and representatives of the public.

Examples of Duties

Under the direction of the Dean of Visual, Applied & Performing Arts (VAPA):

- Provides varied and complex office administrative support and secretarial assistance to the division dean and others for scheduling, budget, curriculum development, and instructional planning matters
- Maintains dean’s calendar; acts as receptionist and receives, screens, and prioritizes messages, visitors, and telephone calls
- Assists in tracking, monitoring, facilitating all VAPA division evaluation processes, textbook ordering, and employment related processes
- Updates VAPA division office procedural and board policy manuals, and implements instructional and other college operational support systems
- Assists in new faculty orientation related to division office procedures and assembles/distributes new semester information packets
- Provides factual information regarding policies, procedures, division courses, activities and functions to faculty, staff, students, and potential students
- Receives and, within guidelines, resolves complaints and concerns that arise on the part of faculty, staff and students, in accordance with established College and state procedures and regulations
- Researches, drafts and/or composes correspondence, reports, and specialized documents related to the VAPA division using specialized office software
- Proofreads and checks materials for accuracy, completeness, compliance with division policies, and correct English usage, including grammar, punctuation, and spelling
- Enters and retrieves data and prepares reports, including Datatel reports, following established formats
- Maintains VAPA division faculty and other records/directories
- Collect, compiles, and processes forms, including but not limited to payroll records, purchase and personnel requisitions, course listings, faculty office hours, flex agreements, conference requests, field trips requests, special studies, and drop-transfer forms specific to the division
- Operates standard office equipment
- Performs office support activities such as opening and distributing mail, processing outgoing mail and maintaining appropriate inventory of office supplies; establishes and maintains office and instructional files
• Trains and directs the work of student assistants and temporary hourly employees on a project or day-to-day basis
• Performs related duties as required or assigned

Qualifications

Equivalent to graduation from high school and two years office administrative experience above the entry level.

Knowledge of:

• The terminology and basic principles and concepts of the VAPA division
• Basic functions, procedures and programs of an educational institution
• Standard office administrative practices and procedures, including filing and business letter writing
• The operation of standard office equipment, including a word processor and a personal or on-line computer and appropriate software
• Correct English usage, including spelling, grammar, punctuation and vocabulary
• Recordkeeping principles and practices
• Basic mathematics, budgetary principles and practices

Skill in:

• Coordinating multiple projects, setting priorities and meeting deadlines with minimum direction
• Providing varied office administrative assistance to instructional and administrative staff
• Maintaining confidentiality of information
• Identifying office administrative problems and recommending appropriate solutions
• Exercising initiative and judgment within established guidelines
• Establishing and maintaining detailed and accurate records and files
• Composing correspondence from past knowledge or from brief instructions
• Using a personal or on-line computer with appropriate office software
• Ability to research, compile, and summarize a variety of information
• Ability to work tactfully, collaboratively, and effectively with faculty, staff, students, and members of the public
• Ability to type or operate a keyboard with sufficient speed and accuracy to enter data and prepare correspondence and reports in a timely manner
• Ability to learn new concepts and skills

Desirable:

• One year of college level coursework in an appropriate field
• Experience in an educational setting

Salary

*$1354.50 to $1493.50 per month to start, seven-step schedule to $1815.50 per month; half-time assignment, 11 months per year; Monday through Friday, 1:00 p.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, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.
Note: This part-time assignment is not eligible for insurance related or PERS retirement benefits.

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
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) Criminal History Inquiry Supplemental to Application

EACH APPLICANT MAY SUBMIT:

e) Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework in an appropriate field (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).

*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., Tuesday, April 5, 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 and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.

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