Employment Opportunity

Executive Assistant to the Superintendent/President

CL13-45 - Office of the Superintendent/President

Apply by: Thursday, July 25, 2013

About the position:
The currently advertised full-time assignment provides varied, complex and confidential office administrative and secretarial assistant to the College Superintendent/President and the Governing Board. An Executive Assistant to the Superintendent/President position eligibility pool may be established.

This position is “confidential” designated having access to, or possession of, information in the regular course of duties to the employer's employee-employer relations.

Examples of Duties: Under general supervision of the Superintendent/President:

- Coordinates, prepares and distributes agendas and minutes of meetings including Governing Board meetings
- Provides administrative and secretarial support services to the Superintendent/President and carries out the business affairs of the Governing Board as a representative of the Superintendent/President
- Maintains records of the actions of the Board
- Interfaces with the public to respond to inquiries and resolve problems directed to the Superintendent/President
- Maintains the Superintendent/President's calendar by scheduling meetings and screening requests
- Serves as the liaison between the Superintendent/President 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 and telephone calls, takes messages or refers callers to the appropriate person, office or program
- Screens requests and schedules appointments with students, staff, faculty and others
- Coordinates a variety of special projects for the Superintendent/President and the Board, as directed
- Researches and compiles a variety of informational materials from sources both inside and outside the office, including materials for submission to the Governing Board and for presentation at conferences
- 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 from 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 and appropriate software such as word, excel and email
- 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
- Handles administrative details by following up on projects, transmitting information and keeping informed of relevant activities
- Makes conference and travel arrangements
- Organizes and maintains various records and files, including confidential and tickler files; purges files as appropriate
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to graduation from high school and five years of secretarial experience providing office and administrative support, with at least three 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 of the College
- The operation of standard office equipment, including a word processor and a personal or on-line computer and appropriate software such as Word, Excel, email, agenda development, group communication and document sharing
Knowledge of (continued):

- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Recordkeeping principles and practices
- Basic budgetary principles and standard business mathematics

Skill in:

- Providing varied, responsible and often confidential office administrative and secretarial assistance to the Superintendent/President
- Interpreting, applying and explaining complex policies and procedures
- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with minimum 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
- Using tact and discretion in establishing and maintaining effective working relationships with those contacted in the course of work
- Typing or operating a keyboard at a rate of 55 net words per minute from printed copy

Desirable:

- Two years of college-level coursework in business or office administration
- Two years in an educational or governmental setting working in a confidential capacity

Salary: *$4,015 to $4,426 per month to start, plus fringe benefits; seven step schedule to $5,380 per month which includes a one-time salary increase for 2013-2014. Full-time assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m., some evenings and/or weekends as required. Confidential-designated employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such must contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. 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 or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply: Application forms may be obtained via the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.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 classified employment 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
  e) A typing certificate (issued within the last year) showing typing/keyboarding proficiency of 55 net words per minute

APPLICANTS ARE ENCOURAGED TO SUBMIT:
- Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework
** 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:
Thursday, July 25, 2013. (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.