COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Administrative Assistant III (Athletics)

A Full-Time Classified Represented Position

Review Date: September 17, 2015

POSITION DESCRIPTION:

Under the supervision of the Dean of Physical Education & Athletics in conjunction with the Athletic Director, the administrative assistant performs a wide variety of complex, specialized, and responsible operational, administrative, and clerical support functions, many of which are of a privileged or sensitive nature. Develops, recommends, coordinates and implements techniques and practices to improve the operation of the division, ensuring optimum performance and service to student athletes. Maintains state-of-art practices while keeping abreast of current trends and practices in the field. Performs other related duties as assigned.

ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as administrative assistant, management aide, and office coordinator/liaison between Physical Education managers and departmental faculty, staff, students, other district employees, and the public. Facilitates the overall operation of the department in the absence of the managers.

2. Assists managers with updates and maintenance of departmental policies, procedures, program reviews, and/or other related documents, such as updates to athletic team information, handbooks, schedule of classes, and maintenance of the department's website and related social media sites, as needed.

3. Communicates information and responds to inquiries from office visitors, telephone callers, and/or via email concerning a wide range of subjects relating to Physical Education & Athletic programs and activities requiring judgment, knowledge, and interpretation of policies, regulations, and operational procedures.

4. Assists with the development, maintenance, and coordination of department annual budgets, including grants and auxiliary budgets. Monitors all budget activities, ensures expenditures are classified properly, and notifies managers when expenses may exceed established budgets. Makes deposits and processes budget transfers, salary account code changes, and other financial related items/forms.

5. Assists Athletic Director in ensuring student athlete eligibility compliance and reporting requirements. Submits and monitors student athlete tracers to Admissions & Records and other academic institutions to ensure student athlete is eligible for athletic participation.

6. Assists in the planning and preparation of all athletic fundraisers, special events, game management or other related activities and/or functions. Coordinates departmental functions with other district departments.

7. Ensures regulatory compliance of game management for each athletic event. Utilizes online software program to confirm required game officials to home games. Coordinates with Contracts and Procurement Department to ensure the submittal and completion of all required district contracts and/or forms for timely processing of payments.

8. Coordinates departmental conferences, travel and accommodations. Processes and monitors travel requests, advances, reimbursements, and other travel related documents in a timely and accurate manner.

This position is a high priority for our district for the 2015-16 year, and is contingent upon continued available district and state funding.

Position Number: CLA15-136
9. Prepares, monitors, and processes purchase requisitions. Inventories and recommends expenditures for office equipment, materials, and supplies and assures their timely ordering, receipt, and storage. Reviews invoices and other expenditures prior to submission for payment processing.
10. Coordinates and monitors the hiring and scheduling processes for departmental temporary employees. Prepares hire authorizations, provides work direction, monitors work schedules, and assists with training of college assistants and short-term (hourly) employees. Processes and ensures timesheets are completed correctly and submitted to payroll in a timely manner. Reconciles college assistant and short-term (hourly) costs to allocated budget.
11. Develops, designs, inputs data, and maintains spreadsheets/databases and other software programs relative to the operation of department functions, including information that may be of a privileged or sensitive nature.
12. Prepares, researches, maintains, and compiles data for various reports including but not limited to program reviews, Commission on Athletics, and budget reports. Assists in the preparation and submission of local, state, and federal mandated reports and documents, including grants and auxiliary budgets. Manages the flow, storage and imaging of department documents.
13. Performs routine administrative tasks including maintaining calendars, schedules and appointments, picking-up and distributing mail, maintaining office files and records, reviewing and screening incoming correspondence and communications and referring matters to the managers and/or other staff as appropriate. Distributes, prepares/transcribes, reviews, and arranges correspondence independently or in accordance with general instructions. Refers specific communications or correspondence to appropriate staff members for the gathering of data or for a response.
14. Provides support to various committees and work group meetings. Attends various meetings, takes and transcribes notes into summary minute form, and distributes minutes as directed.
15. Maintains positive physical presentation of public office space to include welcoming reception area, attractive and easily accessible signage and materials, and well organized office functions.
16. Attends professional meetings/conferences to enhance professional development and increase the operational effectiveness of the office.
17. Effectively interfaces in difficult situations, assessing problems and suggesting potential solutions to prevent problems from escalating beyond the office.
18. Assists managers in maintaining relationships with third party vendors for updates to products and equipment.
19. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:
Position requires knowledge of:
• Proper grammar usage, spelling, and punctuation.
• Modern office practices and equipment, including word processing, record management and filing systems, telephone techniques, correspondence development, and report writing.
• Interpersonal skills using tact, patience, and courtesy.
• Budget preparation and control.

Position requires ability to:
• Learn, interpret and apply institutional, state, and federal regulations, legal mandates, policies, rules, and guidelines to a variety of operational procedures.
• Coordinate, organize and schedule administrative and clerical functions and activities.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
• Maintain confidentiality when dealing with sensitive and privileged material and information.
• Understand and carry out oral and written directions.
• Communicate effectively orally and in writing.
• Maintain a flexible workweek with hours that may vary, including day, evening and some weekend assignments.
• Learn college administrative software program, for purchase requisitions, course scheduling, student registration, budget monitoring and payroll.
• Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
• Take and transcribe notes with speed and accuracy.
• Assume responsibility and leadership for routine department problems.
• Establish and maintain comprehensive and accurate files and records as well as prepare concise and complete reports as required.
• Make decisions and use professional judgment based on established guidelines and procedures.
• Type with speed and accuracy; and make arithmetical calculations in like manner.
• Effectively interfaces in difficult situations, assessing problems and suggesting potential solutions to prevent problems from escalating beyond the office.
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MINIMUM QUALIFICATIONS:
Experience:
Three (3) years of full-time equivalent experience as an administrative assistant, executive assistant, office manager, office coordinator, or in a related position providing high level administrative support to a department or similar work involving programs or activities to assist the public. Proficient knowledge of Microsoft Office Suite applications – Excel, Outlook, PowerPoint, and Word is required. College units (30 semester units) earned in addition to that required below may be considered in lieu of only one (1) year of the experience required.

Education:
Education equivalent to an Associate’s degree (60 semester units) from an accredited college or university is required. Two (2) years of direct experience in addition to that identified above may be substituted for each one year (30 semester units) of college.

SALARY PLACEMENT:
Salary placement will be on Range 30 of Classified Represented Salary Schedule B ($4,126 - $6,419 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($4,126 / $4,376 / $4,617 per month) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.
ABOUT THE DISTRICT:
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
APPLICATION AND SELECTION PROCESS:

Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application. All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355. Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  1. Please describe your experience in a position such as administrative assistant, executive assistant, office manager, office coordinator, or in a related position providing high level administrative support to a department or similar work involving programs or activities to assist the public. Highlight how your work supported your manager or department. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities for each position. Please provide your total years of full-time equivalent experience in this field.
  2. Do you possess an education equivalent to an Associate’s degree (60 semester units) from an accredited institution? (yes/no) Please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  3. Describe your experience utilizing MS Office Suite, including Microsoft Word, Excel, Outlook (e-mail) and PowerPoint. Provide one or more examples of how you have used such programs in the workplace.
  4. Please describe your customer service experience, and the roles you played in serving the public. Describe in detail your experience providing telephone and front office customer support in a service-oriented environment.
  5. Do you have educational institution experience? If yes, please describe the position(s) you held.
  6. Please describe your experience working with students, and the roles you played in serving them.
  7. Describe your experience administering or working with budgets.
  8. Briefly describe your experience with purchasing processes, use of electronic purchasing software (such as Datatel), purchase orders, and other accounting-related documents.
  9. Please describe any experience you may have assisting in the facilitation of contests and fundraisers.
  10. Why do you feel that you are qualified to work as an “Administrative Assistant III (Athletics)” staff member at College of the Canyons?

- **Letters of Reference** are optional.
- **Confidential Recruitment Source Sheet** (optional).

**Please note:**
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact: **Human Resources Office** (661) 362-3427. TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of October 19, 2015 and October 26, 2015 and conduct final interviews between the weeks of October 26, 2015 and November 2, 2015. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

**COLLEGE OF THE CANYONS**
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu

**Re defining Community College since 1969**