Santa Clarita Community College District announces the following employment opportunity

Announcement Header

Title: ADMINISTRATIVE ASSISTANT III
OFFICE OF THE CHANCELLOR (47.5%)

Type of Position: A Classified Confidential Permanent Part-Time Position

Position Number: CLA15-133

Review Date: August 26, 2015

Position Description:

Under the overall supervision of the Special Assistant to the Chancellor and daily direction from the Lead Office Coordinator, performs confidential, complex, specialized and responsible administrative functions, serves as a confidential administrative aide to the Chancellor and the Board of Trustees, and works directly with administrators, staff and the general public. Provides operational support, clerical relief and assists other personnel as may be required for the purpose of supporting them in the completion of their work activities in the Chancellor’s office. Undertakes special projects and assists with planning and execution of events hosted by the Chancellor as needed. 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 confidential administrative aide and clerical support to the Chancellor, Special Assistant and staff, relieving them of a substantial amount of clerical detail and administrative matters of a routine nature. This may include support on matters and/or information that may be of a privileged or sensitive nature which may include labor negotiations or legal matters information.
2. Performs routine administrative/clerical tasks such as transcribing correspondence, answering and redirecting inquiries, maintaining office calendar, scheduling appointments, arranging meetings, transcribing correspondence and meeting minutes, screening, distributing and referring both incoming and outgoing mail; processing/tracking purchase requisitions, receiving and storing supplies and materials, creating/tracking work orders, maintaining files and records, researching, maintaining, and preparing reports, spreadsheets and other documents.

3. Provides a welcoming tone and a sense of “quality customer service” to all who call or visit the campus and the Chancellor’s office. Assists in the creation and maintenance of public information, customer service, and communication for the campus and/or needs of rotating administrative staff. Answers inquiries from campus staff, faculty, students, and the general public and assists by providing and/or routing information.

4. Composes correspondence and other projects independently or in accordance with general instructions concerning a wide range of subjects requiring a working knowledge of district policies, regulations and operational procedures.

5. Types letters, memoranda, reports, lists and charts that often contain confidential or sensitive information related to financial, personnel and labor negotiations data from rough drafts or clear copy, and proofread finished materials.

6. Assists with event coordination that arises out of the Chancellor’s office. Performs tasks required for a variety of events, workshops and meetings; assists in preparation of presentations, agendas, promotional and informational materials, as needed.

7. Compiles information from various sources, and complete a variety of standardized forms.

8. Submits work orders for facilities - maintenance, custodial, and telephone, as well as work orders for computer support and MIS.

9. Works with Business & Fiscal Services offices to ensure processing of various fiscal-related documents as needed.

10. Operates database program used for file management system.

11. Prepares and edit spreadsheets used in a variety of applications in the office.

12. Reviews documents for accuracy, completeness and conformance to established guidelines.

13. Assists in determining the need for and the ordering of supplies and equipment.

14. Acts as a back-up to the administrative assistants in work overloads and in the absence of the administrative assistants.

15. Maintains basic records, files and logs; sort and file material alphabetically, chronologically or numerically; prepare new file folders according to established guidelines.

16. Performs other related duties as assigned.
Demonstrated Knowledge and Abilities:

**Position requires knowledge of:**

- Intermediate level knowledge of MS Office Suite software (Word, Excel, PowerPoint and Outlook), as well as office organization, financial record keeping, and other related skill areas.
- Modern office practices, procedures, standard office machines and equipment.
- Telephone techniques and etiquette.
- Oral and written communication skills. Correct English usage, grammar, spelling, punctuation and vocabulary; basic math skills.
- Interpersonal skills using tact, patience and courtesy.

**Position requires ability to:**

- Organize and prioritize work in anticipation of needs and deadlines; handle diverse tasks quickly and accurately; learn routine operational processes/responsibilities of the office and be able to perform them with accuracy.
- Learn, interpret, and apply legal mandates, policies, rules, regulations, and guidelines and operational procedures.
- Apply knowledge of modern office practices and equipment including record management and filing systems, receptionist and telephone techniques, correspondence and report writing.
- Establish and maintain comprehensive and accurate files and records, prepare concise and complete reports as required.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Type with speed and accuracy using word processing, spreadsheet, database, e-mail, scheduling, and other business-related software. Make arithmetical calculations in like manner.
- Communicate effectively, verbally and in writing, exhibiting working knowledge of English usage, grammar, punctuation and spelling, and consistently proofreading work.
- Understand and carry out written and verbal instructions.
- Take and transcribe notes with speed and accuracy.
- Work independently assuming responsibility and taking initiative to conduct routine functions and operations of the office using professional judgment based on established guidelines and procedures.
- Work in an environment with many interruptions; adapt to changing student and procedural requirements using interpersonal skills with tact, patience, courtesy and diplomacy; provide services in a positive and friendly manner, both in person and on the telephone; be flexible.
- Follow District policies and procedures and use discretion in dealing with college information, maintaining confidentiality when dealing with sensitive and privileged material and information.
• Work cooperatively and in unison with the campus team including faculty, staff and students, as well as with other departmental staff and the public connected in the performance of duties.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

Minimum Requirements:

Experience:
Three (3) years administrative support experience, including working with the public and middle managers. Requires a working knowledge of Microsoft Excel, Word, Outlook and PowerPoint. Administrative support experience in an educational institution or public sector, or other governmental agency is desirable.

Education:
Education equivalent to an Associate of Arts degree (60 semester units). Two additional years direct experience as identified above may be substituted for each one year (30 units) of college.

Salary Placement:

Salary placement will be on Range 1 of Classified Confidential Salary Schedule T ($2,048.68-$3,083.23 per month as pro-rated for 47.5%). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($2,048.68 / $2,173.13 / $2,299.00 as pro-rated for 47.5%) of this 9-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.

Probationary period for new Classified Confidential employees is one year. Work year is 12 calendar months. The normal workweek for this position is 19 hours. Paid holiday, discretionary, vacation, personal necessity, and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to work a flexible schedule as needed.

Physical Characteristics:

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects;
intermittent exposure to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

**District Classified Employee Benefits:**

This is a part-time position working 19 hours per week and is not eligible for District paid health and welfare benefits. Professional development opportunities are provided to all employees. Educational incentives are available to eligible Classified Represented and Confidential employees.

**RETIREMENT:** This position is not eligible for PERS retirement plan unless hours exceed 1,000 in a fiscal year.

**Conditions of Employment:**

Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

**Equal Employment Opportunity:**

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.
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 administrative support experience, including working with the public and middle managers. 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) If yes, 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. Citing specific examples, describe your experience utilizing MS Office Suite (including Word, Excel, Outlook, and PowerPoint) and any other computer software programs.
4. Do you have any experience working in an educational institution or public sector, or other governmental agency? If yes, please provide details of this experience.

5. Please describe in detail your experience providing telephone and front office customer support in a service-oriented environment.

6. Why are you interested in working in this Administrative Assistant III (47.5%) position in the Office of the Chancellor 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
http://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 September 21, 2015 and September 28, 2015 and conduct final interviews between the weeks of September 28, 2015 and October 5, 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.