COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Administrative Assistant II
(School of Visual and Performing Arts)(47.5%)

A Part-Time Classified Represented Position

Review Date: August 17, 2015

Position Number: CLA15-128

POSITION DESCRIPTION

Under direction of the Dean, Visual and Performing Arts, performs a wide variety of complex, specialized and responsible secretarial, clerical, and office functions, many of which are of a privileged or sensitive nature, relieving the Dean of a substantial amount of administrative and clerical detail. Assists in the coordination of performances of the Theatre, Music and Dance Departments; assists with the coordinating schedules, staffing and budgets; assists in the allocation of time, space, equipment and personnel resources in conjunction with faculty and production staff. 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. Performs routine office tasks, including answering telephones, directing calls and visitors to appropriate personnel, maintaining office calendar, distributing mail, word processing, spreadsheets, filing, ordering and maintaining office supplies, photocopying and disseminating basic program information to students, faculty, staff, and the community.
2. Serves as secretarial support and administrative aide to the Dean, Visual and Performing Arts.
3. Composes correspondence independently or in accordance with general instructions concerning a wide range of subjects requiring knowledge of academic instructional policies, regulations, and operational procedures.
4. Prepares reports, college forms, performs word processing and spreadsheet functions.
5. Assists in the preparation of class schedules and catalog materials and in the preparation of materials to support curriculum development.
6. Assists in maintenance of and retrieval of student data from college database system and prepares reports from the system.
7. Tracks the progress and completion of projects carried out in the office.
8. Responds to requests as directed, provides information and data requested from other operational units of the District.
9. Assists in maintaining computerized budgets. Distributes production budgets and expenditures, inputs department purchase requisitions into District computerized purchasing system and reviews invoices for accuracy prior to submission for payment processing.
10. Assists with the coordination of production meetings and may take minutes.
11. Maintains various records and files, many of which are confidential.
12. Serves as liaison to division management and college support services.
13. Assists with the coordination of departmental functions with other campus departments.
14. Orders, stores, inventories and cares for equipment, supplies and materials. Picks up emergency supplies.
15. Coordinates and monitors schedules of student and hourly employees.
16. Performs other related duties as assigned.

DEMONSTRATED ABILITIES

Position requires ability to:

- Type with speed and accuracy using word processing, spreadsheet, database, e-mail and other business-related software.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Apply knowledge of modern office practices and equipment, including record management and filing systems, receptionist and telephone techniques, correspondence, and report writing.
- Communicate effectively, both verbally and in writing, exhibiting excellent knowledge of English usage, grammar, punctuation, spelling, and arithmetical calculations.
- Understand and carry out written and verbal instructions.
- Work effectively in an environment with many interruptions; exercise a sense of humor; use interpersonal skills with tact, patience, courtesy, and diplomacy; provide services in a positive, friendly manner both in person and on the telephone.
- Interact cooperatively and respectfully with faculty, staff, students and the public.
- Assume responsibility and initiative to conduct routine office functions.
- Organize and prioritize work in anticipation of needs and deadlines, handle diverse tasks quickly and accurately; remain flexible and work independently.
- Establish and maintain comprehensive and accurate files and records; prepare concise and complete reports.
- Become familiar with, and be able to follow and apply college policies, rules, regulations, and operational procedures and use discretion when dealing with college and student information.
- Listen, exercise tact, and demonstrate clear evidence of a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and community.

MINIMUM REQUIREMENTS

Experience: Equivalent to two years of full-time experience as an administrative assistant, or in a comparable position involving working with the public and complex, responsible clerical tasks. Requires working knowledge of MS Office Suite (including Word, Excel, PowerPoint and Outlook), as well as business organization and other related skill areas.

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

Desirable Qualifications:

- Experience and knowledge of the unique requirements for Fine and Performing Arts programs, such as Art, Dance, Music, Theatre, Graphic & Multimedia Design, Media Entertainment Arts, and Photography.
- Previous experience working with an administrative database.

SALARY PLACEMENT

Salary placement will be on Range 25 of Classified Represented Salary Schedule B ($1,799.30 - $2,829.58 per month as pro-rated for a 47.5% position). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($1,799.30 / $1,909.03 / $2,021.60 per month as pro-rated for a 47.5% position) 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 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. 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.

PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending, and stooping; frequently exert 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.

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
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 18,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2015-16 academic year marks the 46th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having 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 boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
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 monthly/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 previous experience providing administrative, secretarial, or clerical support. Please provide your total years of full-time equivalent experience in this field.
  2. Do you possess an Associate’s degree or higher? (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, please describe your experience utilizing MS Office Suite (including Word, Excel, PowerPoint and Outlook) and any other computer software programs.
  4. Describe your experience working with an administrative database (such as Banner, Datatel, or PeopleSoft) or a proprietary system.
  5. Please describe any experience you may have coordinating and/or supporting college theatre, music, dance, art, graphic & multimedia design, photography, and media entertainment arts instructional programs and/or productions. Please give specific examples.
  6. Please describe your customer service experience, and the roles you have played in serving the public.
  7. Why are you interested in working as a part-time 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 September 14, 2015 and September 21, 2015 and conduct final interviews between the weeks of September 21, 2015 and September 28, 2015. This is an estimated timeline, and is subject to change.

Position is 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.