

**Administrative Assistant, Senior (OEI)**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=222298>

Downloaded On: May. 18, 2024 11:30pm

Posted Sep. 26, 2023, set to expire May 31, 2024

**Job Title** Administrative Assistant, Senior (OEI)  
**Department** California Virtual Campus  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Sep. 26, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/4634859>

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**Job Description**

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**Administrative Assistant, Senior (OEI)**

HR EMPLOYMENT/CAREERS

**Initial closing Date:08/29/23\***

**\*This position will become Open Until Filled after the initial Review Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.**

**Starting Salary:** \$6,027.77 (per month) plus benefits; **Salary Grade:** C1-52

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**Full Salary Range:**\$6,027.77 - \$8,099.15 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**JOB SUMMARY:**

The California Virtual Campus (CVC) is a state-wide online education initiative to help students reduce time to graduation or transfer through centralized access to high-quality online courses and programs across the California Community Colleges (CCC). The CVC includes a state-wide online learning technology ecosystem, course exchange, common learning management system, faculty professional development, and an overall focus on increasing equitable outcomes for students. The CVC is operated by the Foothill - De Anza Community College District on behalf of the California Community Colleges Chancellor's Office as the recipient of the state-wide Online Education Initiative (OEI) grant. Composed of high-quality online courses, resources for students, and educational technologies, the CVC represents a comprehensive and collaborative program that increases the opportunity for higher education degree attainment in California.

The CVC Exchange, integrated into [cvc.edu](http://cvc.edu), includes a student-centered, searchable catalog of online courses and programs across nearly 90 California Community Colleges, and is rapidly growing. Typically, students utilizing the CVC Exchange are searching for an online course not currently available at their home college or are searching for a fully online program of study. The system enables a growing number of CCC students to register, without completing a new application, in available online courses outside of their home colleges, while also integrating financial aid, payment and credit transfer between colleges.

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This position serves as a key support to the CVC leadership team and overall operations, particularly with grant administrative processes (including but not limited to budget tracking, processing invoices, interfacing with district accounting, and contract approvals), serving as a primary point-of-contact for external stakeholders (including coordination of the program's online support help desk), organizing and supporting meetings, workshops, travel, and/or other events, maintaining accurate and complete internal records and databases, utilizing a variety of technologies and data management programs, and coordinating data collection for required reports and/or presentations.

This position is expected to work primarily remotely; however, periodic travel to the district, State Chancellor's Office, or other locations may be required to meet program needs. Office space at the Foothill - De Anza Community College District site may be provided at the discretion of the Executive Director. Most work is completed using videoconferencing, telephone, and collaborative tools such as Zoom, Slack, G-Suite, Office 365, and similar technologies.

## **DEFINITION**

Under direction, performs a variety of advanced administrative support duties of considerable complexity requiring a significant level of knowledge of assigned department/division, College/District policies and procedures, and local, state, and federal regulations; provides administrative support to assigned Dean, Director, faculty, and staff, including coordinating multiple calendars, schedules, making travel arrangements, and handling sensitive materials; coordinates development, input, and maintenance of class schedules; composes and prepares complex correspondence, reports, and other documents using considerable judgment in content and style; provides information to students, staff, faculty, a variety of other public and regulatory agencies, community groups, the business community, and the general public; administers complex budgets; coordinates workflow of the office; and performs related duties as assigned.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned managerial staff. Exercises no supervision of staff. May provide technical and functional direction and training to assigned staff.

## **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the Administrative Assistant series. Incumbents at this level are capable of performing advanced and complex administrative support duties requiring the use of considerable discretion and independent judgment in performing assigned work and have responsibility for ensuring the efficient and effective functioning of assigned program or operational area.

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Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Executive Assistant classification series in that the latter acts in a higher-level capacity and provides highly responsible and complex professional assistance to a Vice President or Vice Chancellor.

Select positions in this classification are designated as "confidential" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). "Confidential" positions in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective bargaining positions and/or labor relations strategies.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Provides advanced and complex administrative support to assigned dean, director, or management staff; acts as a liaison between the dean, director, and management staff with other staff or the public, coordinating resolutions to issues, problems, and complaints as appropriate.
2. Oversees workflow of the office by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with management; directs the implementation of improvements.
3. Analyzes, plans, and coordinates activities related to an assigned program or activity, including conducting studies and projects by selecting, adapting, and applying appropriate analytical, research, and statistical techniques; evaluating alternatives, making preliminary and final recommendations, and assisting with the implementation of procedural, policy, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
4. Coordinates program, department, or division budget administration processes; gathers and analyzes data related to revenues, expenditures, and projections; researches and works with management to resolve budget questions and reconcile inconsistencies; monitors and tracks expenditures and revenues; creates and processes contracts, agreements, and requisitions; processes invoices and prepares chargeback documentation; verifies budget and account codes; develops budget reports as needed.

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5. Coordinates development and maintenance of class schedules by working with the Dean and faculty, inputting data, resolving scheduling and room assignment conflicts, calculating and ensuring accurate allocation of faculty load and assignment, and ensuring timely completion of the schedule in accordance with established policies, procedures, and regulations.
6. Serves as point of contact for students, parents, staff, faculty, and the general public for assigned program, department, or division by answering a variety of questions and responding to complaints; providing information regarding classes and campus facilities and directions; explaining program requirements, policies, procedures, and eligibility questions according to established guidelines or by referring the customer to other programs, departments, off-campus services, agencies, and community groups, as appropriate.
7. Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and statistical reports.
8. Verifies and reviews forms and reports for completeness and conformance with established policies and procedures; applies policies and procedures in determining completeness of applications, records, and files.
9. Serves as staff support to College/District committees, including compiling agenda items and supporting documentation, communicating directly with committee members, and maintaining detailed tracking of governance processes and actions.
10. Plans, schedules, and organizes department, division, and/or District-wide events, workshops, informational seminars, presentations, and related activities including developing and monitoring budgets; processing independent contractor agreements and purchase requisitions; and ensuring compliance with established timeline and budget.
11. Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information.
12. Performs a variety of administrative office support duties such as collecting and reporting student data to local, state, and federal agencies; reviewing a wide variety of student and program data, records, applications, and information to ensure compliance with policies, procedures, and state and federal regulations; coordinating travel arrangements; processing and maintaining timesheets and confidential personnel documents; tracking staff and faculty leaves; and processing reimbursements.
13. May provide direction, training, orientation, and guidance to assigned staff; plan, schedule, prioritize, and assign work; and review and control quality of work.
14. Learns and applies emerging technologies related to the areas of assignment.
15. Performs related duties as assigned.

## QUALIFICATIONS

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**Knowledge of:**

1. Modern office management practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
2. Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures within assigned areas of responsibility.
3. Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
4. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
5. Record keeping and filing systems and methods.
6. Basic statistics, business arithmetic, and bookkeeping.
7. Business letter writing and the standard format for reports and correspondence.
8. English usage, grammar, spelling, vocabulary, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform advanced and complex administrative and program support work accurately, within established deadlines, and with use of independent judgment.
3. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
4. Coordinate and oversee assigned administrative, budgeting, and fiscal reporting activities.
5. Plan, organize, and carry out assignments from management staff with minimal direction.
6. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
7. Evaluate and develop improvements in operations, procedures, policies, or methods.
8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
9. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.

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10. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
11. Maintain accurate databases, records, and files.
12. Maintain confidentiality and be discreet in handling and processing confidential information and data.
13. Perform arithmetic, financial, and statistical computations accurately.
14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
15. Effectively use and keep current with computer systems, software, and modern business equipment to perform a variety of work tasks.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework **AND** five (5) years of increasingly responsible and varied administrative support experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is



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frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

## ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

## APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

## CONDITIONS OF EMPLOYMENT:

**Position:** Full-Time, Grant Funded, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.



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Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the application and interviewing process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1309?c=fhda>

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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