Program Assistant (SHORT-TERM, TEMPORARY)
West Valley-Mission Community College District

Job Title	Program Assistant (SHORT-TERM, TEMPORARY)
Department	
Institution	West Valley-Mission Community College District
	Saratoga, California
Date Posted	Jan. 31, 2024
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/4979312
Apply By Email	
Job Description	

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West Valley-Mission Community College District

Closing Date:

Definition:
SHORT-TERM, TEMPORARY STAFF POOL

This recruitment is being conducted to fill temporary assignments for the upcoming semester that can

begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

POSITION DEFINITION

To perform routine and specialized administrative support duties related to a specific program; to serve as the initial point of contact for program information; and to provide administrative support to the program director.

Assignment:

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

Salary and Benefits:
$33.45 (hourly)

Due to the temporary nature of this position, benefits are not included.

Minimum Qualifications:
Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of responsible general clerical experience.
- Equivalent to the completion of the twelfth grade.

Examples of Duties and Responsibilities:

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Duties may include, but are not limited to, the following:

- Perform a wide variety of routine administrative support work including filing, billing, checking, tracking, recording information on records, and processing class roster, enrollment, purchasing, payroll, and training information.
- Sort and file documents and records, maintaining alphabetical index and cross-reference files.
- May serve as initial source of information and assistance to students and program participants; answer the telephone and assist students, district staff, and the public, giving information on program policies and procedures.
- Develop and maintain spreadsheets, databases, and other automated systems; compile, verify and format information and data from a variety of sources for statistical and financial reports.
- Schedule meetings, classes, and appointments as assigned.
- Make referrals to services and programs available through other district departments/divisions and outside agencies.
- Compose routine correspondence independently; prepare a variety of contracts.
- Act as program liaison to vendors and outside organizations.
- Maintain ledger of expenses and revenues; calculate, collect, and process fees, charges, and donations; verify and process purchase orders and invoices.
- Assist with program outreach and marketing efforts by preparing and disseminating informational brochures, flyers, and other materials; may participate in outreach events such as college fairs.
- May set up classrooms or meeting rooms and prepare various materials to be used by presenters.
- May assist students with technology-related issues including basic operational issues and/or use of specialized software.
- May assist with program specific duties such as test proctoring and accommodation assistance and recordkeeping.
- Perform related duties as assigned.

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For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A
West Valley-Mission Community College District

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