

Executive Assistant to the Vice President of Instruction
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=234063>

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Posted Apr. 3, 2024, set to expire Aug. 3, 2024

Job Title Executive Assistant to the Vice President of Instruction
Department Administrative Services
Institution Butte-Glenn Community College District
Oroville, California

Date Posted Apr. 3, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4428025/executive-assistant-to-the-vice-president-of-instruction>

Apply By Email

Job Description

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POSITION HIGHLIGHTS:

The Vice President of Administrative Services oversees key operational areas of the college that include budgeting, business services, payroll, facilities planning and management, information technology, business contracts, risk management and auxiliary services. The Executive Assistant provides executive support to the Vice President, including managing complex schedules, coordinating meetings, arranging travel, and managing budgets. Strong organizational, communication, multitasking and prioritizing skills are essential.

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Contact Information

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

Contact

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