

Executive Assistant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=207461>

Downloaded On: Oct. 1, 2023 9:24pm

Posted Mar. 20, 2023, set to expire Jan. 29, 2024

Job Title	Executive Assistant
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Mar. 20, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Executive-Assistant_REQ10760

Apply By Email

Job Description

UMMARY DESCRIPTION

Under general direction from a college Vice President, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of an assigned college Vice President's Office; and provides information and assistance to administration, academic and classified staff, students, and the general public.

DISTINGUISHING CHARACTERISTICS

An incumbent in this classification independently performs a full range of highly responsible and complex executive support duties and confidential assistance, as well as secretarial and clerical duties,

Executive Assistant South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=207461>

Downloaded On: Oct. 1, 2023 9:24pm

Posted Mar. 20, 2023, set to expire Jan. 29, 2024

for assigned functions of a college Vice President's Office. Incumbent at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit and entire college.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate and assist in the administration of a college Vice President's office; assist the assigned Vice President in meeting reporting requirements, functional responsibilities, and research objectives; provide complex and responsible secretarial and executive support and confidential assistance including the areas of union negotiation processes, grievances, student discipline, staff and student harassment and discrimination complaints, unfair labor practices, civil rights, and fair housing complaints, and; in the role of the Vice President's as Section 504/ADA Officer; relieve the assigned Vice President of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities promoted by the District or college; may assist the Vice President in ensuring the confidentiality and due process in matters of student discipline including the coordination of discipline hearings; may process paperwork for and distribute financial, scholarships, and student loan disbursements.
2. Plan and organize executive office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; recommend improvements in work flow, procedures, and use of equipment and forms; review, update, and inform the assigned Vice President and others of essential timelines; discuss and review calendar of events on a regular basis with the Vice President to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.
3. Utilize electronic technology to correspond with others and to maintain calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with colleges, including other divisions and departments; make travel arrangements for department staff; coordinate web and teleconferences; process conference reimbursement and other requests.
4. Participate in the selection, orientation, and training of new classified and academic employees when assigned; assign, schedule, train, and provide work direction to lower-level office staff and student workers as assigned; prioritize work assignments; review and validate completed work for accuracy; determine the necessity for and assign substitute classified and/or academic personnel as needed.
5. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance

Executive Assistant South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=207461>

Downloaded On: Oct. 1, 2023 9:24pm

Posted Mar. 20, 2023, set to expire Jan. 29, 2024

with established regulations and procedures.

6. Coordinate and oversee specialized functions or projects independently as assigned; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.

7. Screen office and telephone callers; respond to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

8. Serve as liaison between the vice president, and the chancellor, vice chancellors, College presidents, other vice presidents, management staff, academic and classified staff, students, representatives of educational and community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures, or referring callers to the administrator or others as necessary.

9. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.

10. Participate in preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; process budget/expense transfers; recommend budget revisions.

11. Recommend expenditures of office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures; process and prepare time sheets for signature.

12. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.

13. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students and staff grievances and complaints, for administrator's approval.

14. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.

15. Establish and maintain a variety of complex, intra- and inter-related filing systems including confidential files; establish and maintain files for information, records, and reports involving classified,

Executive Assistant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=207461>

Downloaded On: Oct. 1, 2023 9:24pm

Posted Mar. 20, 2023, set to expire Jan. 29, 2024

academic, and administrative payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials; maintain records related to specific area of assignment.

16. Receive mail and identify and refer matters to the administrator in order of priority.
17. Utilize various computer applications and software packages; maintain and generate reports from a database or network system; recommend changes to and update college web pages.
18. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
19. Interact with the community, external agencies, South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.
20. May compose, edit, and coordinate the printing and publication of outreach publications including newsletters, calendars, and direct mail pieces.
21. When assigned to an instructional division: assure the development, proof-reading, and submittal of the schedule of classes; direct the process for development of new course/curriculum and/or program offerings and assure that current programs are kept up-to-date; assure the management and coordination of use of facilities assigned to the division; assure that grades and attendance records are audited and submitted in accordance with guidelines and time schedules to meet established deadlines.
22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned Vice President's Office.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

Instructional process and college environment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Work organization and office management principles and practices.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Executive Assistant South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=207461>

Downloaded On: Oct. 1, 2023 9:24pm

Posted Mar. 20, 2023, set to expire Jan. 29, 2024

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Understand the organization and operation of the assigned Vice President's Office as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform responsible and difficult executive assistant duties involving the use of independent judgment and personal initiative.

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Establish, review, and revise office work priorities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Type or enter data at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Participate in the preparation and administration of assigned budgets.

Research, compile, analyze, and interpret data.

Executive Assistant South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=207461>

Downloaded On: Oct. 1, 2023 9:24pm

Posted Mar. 20, 2023, set to expire Jan. 29, 2024

Prepare a variety of clear and concise administrative and financial reports.
Implement and maintain filing systems.
Independently compose and prepare correspondence and memoranda.
Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
Plan and organize work to meet schedules and changing deadlines.
Work within the policies, functions, and requirements of area of assignment.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work independently and effectively in the absence of supervision
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in public administration, business administration, secretarial science, or a related field.

Experience:

Five years of increasingly responsible experience as an administrative assistant or office coordinator, preferably in an administrative or executive office of a public agency or in an educational environment, including two years of experience in a lead or supervisory capacity.

Contact Information



Executive Assistant
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=207461>

Downloaded On: Oct. 1, 2023 9:24pm

Posted Mar. 20, 2023, set to expire Jan. 29, 2024

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

Contact

,