

Executive Assistant to the Vice President, Administrative  
Services

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=235903>

Downloaded On: Dec. 26, 2024 3:20pm

Posted May 9, 2024, set to expire Apr. 22, 2025

**Job Title** Executive Assistant to the Vice President, Administrative Services

**Department**

**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** May 9, 2024

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Professional Staff

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

**Job Website** <https://www.schooljobs.com/careers/buttecc/index/jobs/4427281/executive-assistant-to-the-vice-president-administrative-services>

**Apply By**  
**Email**

**Job**  
**Description**

**POSITION HIGHLIGHTS:**

The Vice President for 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,

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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.***

**REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:**

Please visit the [class specification \(Download PDF reader\)](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

**DIVERSITY QUALIFICATION:**

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

**APPLICATION INSTRUCTIONS:**

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

**REQUIRED ATTACHMENTS:**

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds.
  - **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

**REQUIRED UPON HIRE:**

- **Transcripts of Academic Work:** Official transcripts will be required upon hire. All offers of employment are contingent upon the submission of official transcripts showing completion of the

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degree. NOTE: Transcripts are not a required attachment during the application process.

- Foreign Transcripts: If you have foreign transcripts, you must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or [visit our website \(Download PDF reader\)](#).
- Equivalency: If the position has an education equivalency component within the minimum qualifications and you are applying under equivalency, transcripts will not be required.

**PRE-EMPLOYMENT REQUIREMENTS:**

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

**Contact Information**

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

**Contact**



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