

Administrative Assistant, Senior  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239587>

Downloaded On: Apr. 2, 2025 10:32pm

Posted Jul. 17, 2024, set to expire Jun. 1, 2025

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

**Date Posted** Jul. 17, 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/5420569>

**Apply By Email**

**Job Description**

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**Administrative Assistant, Senior**

HR EMPLOYMENT/CAREERS Initial Closing Date: 08/01/2024\*\*For full-consideration, all application packets must be received by 11:59 pm on the closing date/next review date.

**Starting Salary:** \$3,231.46 (per month) plus excellent benefits; **Salary Grade:**C1-52

**Full Salary Range:**\$3,231.49 - \$4,341.95 (per month)

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**The Foothill-De Anza Community College District is currently accepting applications for the part-time classified position above. We are looking for a part-time Administrative Assistant, Senior.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**ABOUT THE DISTRICT**Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

**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.

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**De Anza College Mission Statement:** De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

#### **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. Assignments are given with general guidelines and incumbents are responsible for establishing

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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.

**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.
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,

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- 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**

### **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.

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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.
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.

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**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 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 to be completed at <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 detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.



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**For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html> . We cannot guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT**Position: Part-Time, Permanent, 12-months per yearStarting date: As soon as possible upon completion of the search process.

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>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Association of Classified Employees (ACE) Union. The current union agreement can be found online at: [http://hr.fhda.edu/\\_downloads/2018-2021%20ACE%20Agreement.pdf](http://hr.fhda.edu/_downloads/2018-2021%20ACE%20Agreement.pdf).

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you 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.

**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





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(650) 949-6217

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/1759?c=fhda>

### Contact Information

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

### Contact

Administrative Assistant  
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