

Administrative Secretary III (Allied Health)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241631>

Downloaded On: Apr. 1, 2025 9:18pm

Posted Jul. 21, 2024, set to expire Apr. 22, 2025

Job Title Administrative Secretary III (Allied Health)

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Jul. 21, 2024

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Administrative Support/Services
Field(s)

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4581563/administrative-secretary-iii-allied-health>

Apply By Email

Job Description

POSITION HIGHLIGHTS:

The Administrative Secretary III for Allied Health is responsible for supporting department chairs and faculty in day-to-day operations for a variety of CTE programs and departments. Duties include maintaining and managing multiple budgets; reconciling, tracking, and processing invoices; processing required forms for travel requests, flex payments, exception notices, etc.; registering students for their classes; tracking and issuing program certificates; and composing and recording minutes for department meetings.

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

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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