

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

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

Downloaded On: Dec. 21, 2024 9:32am

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