

Administrative Specialist IV
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=241668>

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Posted Jul. 20, 2024, set to expire Nov. 14, 2024

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|-----------------------------|---|
| Job Title | Administrative Specialist IV |
| Department | ACCESS |
| Institution | Mt. San Antonio College Walnut, California |
| Date Posted | Jul. 20, 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/5442930 |
| Apply By Email | |
| Job Description | |

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Administrative Specialist IV

Position Number: CM-151-2024

Department: ACCESS

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours):

Salary Range:

Salary: Steps 1 - 6: \$5,692 - \$7,265 monthly

Shift Differential:

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Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 05/09/2024

Initial Screening Date: 06/03/2024

Open Until Filled: Yes

Application Procedure:

Health & Welfare:

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Basic Function/Overview:

Essential Duties/Major Responsibilities:

Other Duties:

Knowledge Of:

Skills and Abilities:

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1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Maintain confidentiality and be discreet in handling and processing confidential information and data.
5. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and divisional policies and procedures.
6. Perform responsible administrative support work with accuracy, speed, and general supervision.
7. Provide varied and responsible office administrative work requiring the use of tact and discretion.
8. Plan, schedule, assign, and oversee activities of assigned personnel.
9. Inspect the work of others and maintain established quality control standards.
10. Train others in proper and safe work procedures.
11. Identify and implement effective course of action to complete assigned work.
12. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
13. Compose correspondence and reports independently or from brief instructions.
14. Understand and carry out complex oral and written directions.
15. Research, analyze, and summarize data and prepare accurate and logical written reports.
16. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
17. Establish and maintain a variety of filing, record-keeping, and tracking systems.

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18. 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.
19. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
20. Use English effectively to communicate in person, over the telephone, and in writing.
21. Understand scope of authority in making independent decisions.
22. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
23. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
24. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalencies:

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 is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

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Physical Demands:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees: The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete

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application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, considering the breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will follow Board approval and live scan clearance receipt.

Special Instructions to Applicants:

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).



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Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11501>

Contact Information

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

Contact

N/A

Mt. San Antonio College

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