

Administrative Assistant IV
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242762>

Downloaded On: Aug. 10, 2024 9:16am

Posted Aug. 6, 2024, set to expire Aug. 26, 2024

Job Title Administrative Assistant IV
Department School of Humanities
Institution San Diego Community College District
San Diego, California

Date Posted Aug. 6, 2024

Application Deadline 08/26/2024

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/5496166>

Apply By Email

Job Description

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Administrative Assistant IV

San Diego Community College District

Closing Date: 8/26/2024

Position Number: 001972

Location: San Diego Mesa College

Position Type:

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The Position:

Posting Details (Default Section)

Closing Date: 08/26/2024 Open Until Filled No Classification Title Administrative Assistant IV Working Title Administrative Assistant IV Recruitment Limits Location San Diego Mesa College Pay Information Range 21 (\$5,387.63-6,417.36) per month based on the 2024 Classified salary schedule. New employees will begin on Step G (\$5,387.63). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 001972 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 21 Department School of Humanities The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and work together to create successful pathways for all of our students.

As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state-of-the-art facilities, and a world-class faculty and staff. For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to the number of students transferred and graduating with an Associate Degree.

We are adding new staff, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. Candidates who believe that they can demonstrate a commitment to equity and excellence by creating the conditions that matter for our students to succeed are encouraged to apply.

Applications are currently being accepted for Administrative Assistant IV in the School of Humanities, located at Mesa College. Hours are Monday through Friday 8:00 am to 5:00 pm Selected candidate must be willing to adjust work days/hours based on the department's needs.

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Knowledge:

- Applicable sections of California Education Code and State regulations.
- Basic principles of employee training and work direction.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, diplomacy, and courtesy.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Record-keeping techniques.
- Technical aspects of program's department operations.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Compose correspondence and other documents independently.
- Establish and maintain effective working relationships with others.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Learn to apply rules, policies, and procedures of the specific office or program to which assigned.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Perform responsible and complex administrative support and clerical work with speed and accuracy.
- Plan and organize work.
- Provide input into the evaluation process as requested.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Type/keyboard at 60 words per minute.
- Understand and follow oral and written directions.
- Use computer applications, including word processing, spreadsheets, and databases.
- Work confidentially with discretion.
- Work independently with little direction.

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Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND
4. Three Professional References.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

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Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01688

Major Responsibilities:

Qualifications:

Desired Qualifications:

Licenses:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

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Contact Information

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

Contact

School of Humanities
San Diego Community College District



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