

Administrative Specialist II (Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=244314>

Downloaded On: Sep. 13, 2024 6:25pm

Posted Sep. 5, 2024, set to expire Dec. 28, 2024

Job Title Administrative Specialist II (Part-Time)
Department Adult Basic Education
Institution Mt. San Antonio College
Walnut, California

Date Posted Sep. 5, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Position Number: CM-175-2024

Division: School of Continuing Education

Department: Adult Basic Education

FTE: 1.00

Term (month/year): 12 Months/Year

Annual Salary Step Range: Steps 1 - 6: \$29,953 - \$38,229 annually

Initial Screening Date: 09/18/2024

Open Until Filled:

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Yes

Position Description

Position Overview:

Definition:

Under general supervision, performs a variety of journey-level administrative support duties that requires knowledge of the assigned division/department its policies, procedures, and/or operating details.

Supervision Received and Exercised:

Receives general supervision from assigned managerial personnel. Exercises technical and functional direction over and provides training to student or hourly workers, and to less experienced administrative support staff, as assigned.

Class Characteristics:

The Administrative Specialist II classification is the second level in the Administrative Specialist series which is comprised of four (4) levels. Positions in the series are distinguished by reporting and working relationships, level of independence, supervision received and exercised, decision making, judgment, and minimum qualifications for employment consideration.

The Administrative Specialist II level typically perform a wide variety of journey-level administrative tasks requiring responsible administrative support work that is of a broader range and at a greater level of complexity, including working more independently and exercising a higher level of judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the area of assignment, program, or department. This class is distinguished from the Administrative Specialist III in that the latter performs more technical, specialized, and supportive tasks to the department.

Examples of Essential Functions(Illustrative Only):

1. Performs a wide variety of journey-level administrative duties to support the program or department to which assigned, including collecting specialized student data for reporting to regulatory agencies; ensuring compliance with policies, procedures, and state and federal regulations; coordinating campus

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transportation, events, and/or facilities rentals; receiving, logging, scheduling, and distributing service requests and work orders; assisting with student accommodations; and assisting computer users with troubleshooting basic technical problems.

2. Assists with maintaining program or department budget tracking, and processing department requisitions. Follows up with vendors; assists in the development of contracts; prints and reviews invoices for accuracy.

3. Assists in coordinating the evaluation process for probationary, adjunct, and/or full-time faculty; schedules and tracks evaluation meetings; monitors and tracks submission of evaluation materials.

4. Assists in providing telephone and/or front counter support to students, parents, staff, faculty, and the general public as assigned; responds to moderately complex inquiries by explaining program requirements, departmental policies, procedures; and applies a moderate level of policy interpretation and independent judgment, or by referring the customer to the appropriate source; provides general information regarding the assigned program, department, or the College; distributes documents as requested and may assist students, visitors, and other customers in completing such documents; refers callers/visitors to appropriate departments or individuals.

5. Performs a wide variety of customer services duties, such as answering a variety of questions and responding to moderately difficult complaints; providing information regarding the College, department, information of the student or employee. Assisting in coordinating department or campus tours; assembling informational and orientation packets; making appointments with other department staff; and by referring visitors/callers to other programs, departments, off-campus services, other help agencies, and community groups, as appropriate.

6. Performs skilled word processing, data entry, and transcription using independent judgment and discretion in preparing correspondence, meeting minutes, and reports; checks drafts for, spelling, and grammar; makes or suggests corrections to drafts; inputs and retrieves data into various program, department, and/or College-wide software applications and database systems; maintains program and/or department-specific databases.

7. Copies, compares, or compiles data to produce monthly statistical reports for managers by checking data, making necessary corrections, and producing data in final form.

8. Researches records within areas of responsibility to prepare and provide follow-up information to customer and staff inquiries.

9. Gathers, assembles, updates, and distributes a variety of department-specific information, documents, forms, records, and data as requested; prepares and maintains a variety of databases and reports.

10. Responds to the public and staff inquiries regarding department and/or College policies, procedures, and timelines; explains and applies policies and procedures as required to ensure timeline compliance; monitors timelines; resolves problems of a moderate complexity within areas of responsibility.

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11. Organizes and maintains various administrative, reference, imaging/scanning, and follow-up files; purges files in accordance with the records retention policy.
12. Processes and prepares a variety of documents, materials, and records according to established procedures and practices. Verifies and reviews forms and reports for completeness and conformance with established policies and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
13. Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail; receives shipments; compares packing slips with received goods; matches invoices with packing slips to ensure accuracy; prepares outgoing mail and shipments.
14. Assists in planning and organizing program or department-related events, workshops, informational seminars, presentations, and related activities.
15. Assists with and maintains departmental schedules for a variety of functions such as faculty annual calendars and calendar of events.
16. Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, printers, facsimile machines, multi-line telephones, and audio/visual equipment; may operate other department-specific equipment.
17. May make arrangements for complex scheduling and reservations of College facilities for a variety of meetings, events, classes, and other purposes.
18. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
19. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
22. Prepares and delivers oral presentations related to assigned areas as required.
23. Performs other related or lower classification duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Modern office administrative support practices and procedures, including the use of standard office and computer equipment.
3. Computer applications related to the work, including word processing, database, and spreadsheet

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applications.

4. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
5. Principles and procedures of financial record keeping and reporting.
6. Principles and practices of data collection and report preparation.
7. Business letter writing and the standard format for reports and correspondence.
8. Business arithmetic and statistical techniques.
9. Record keeping principles and procedures.
10. Alphabetical and numerical filing methods.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills and Abilities:

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. Perform responsible administrative support work with accuracy, speed, and general supervision.
5. Provide varied and responsible office administrative work requiring the use of tact and discretion.
6. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
7. Interpret and apply administrative and departmental policies and procedures.
8. Respond to and effectively prioritize multiple phone calls and other requests for service.
9. Compose correspondence and reports independently or from brief instructions.
10. Understand and carry out oral and written directions.
11. Make accurate arithmetic, financial, and statistical computations.
12. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
13. Establish and maintain a variety of filing, record-keeping, and tracking systems.
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. Operate and maintain modern office equipment, including computer equipment and specialized

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software applications programs.

16. Use English effectively to communicate in person, over the telephone, and in writing.

17. Understand scope of authority in making independent decisions.

18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Three (3) years of varied administrative support experience preferably involving some interaction with the public or two (2) years of experience equivalent to the Administrative Specialist I.
3. Associates degree from a regionally accredited college is preferred.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13018>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their

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educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal-opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

The District works to create an inclusive environment that provides a safe haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.

We are committed to hiring Faculty, Staff, and Management who understand how cultural diversity in the academic environment promotes academic excellence, fosters cultural, racial, and human understanding, and provides positive role models for all students.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

N/A

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