

Administrative Assistant IV
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244551>

Downloaded On: Sep. 13, 2024 8:23am

Posted Sep. 9, 2024, set to expire Sep. 23, 2024

Job Title	Administrative Assistant IV
Department	Student Affairs
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 9, 2024
Application Deadline	09/23/2024
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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Administrative Assistant IV

San Diego Community College District

Closing Date: 9/23/2024

Position Number: 001304

Location: San Diego City College

Position Type:

Administrative Assistant IV
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Classified

The Position:

Posting Details (Default Section)

Closing Date: 09/23/2024

Open Until Filled: No

Classification Title: Administrative Assistant IV

Working Title: Administrative Assistant IV

Location: San Diego City 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: 001304

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 21

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Department: Student Affairs

The Position

Applications are currently being accepted for Administrative Assistant IV in the Office of Student Affairs, located at San Diego City College. Regular hours are Monday through Friday between 8:00am and 6:00pm with some evening or weekend assignment to support special evening and weekend department events. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Student Affairs at San Diego City College aims to better understand and uplift students by emphasizing the intersection of social identities to validate their multiple identities and roles through equity-minded practices, strength-based framework, as well as student, leadership, and identity development theories.

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

- Relate effectively with people from diverse backgrounds including first-generation college students, low-income students, undocumented students at large, and members of the lesbian, gay, bisexual, transgender, and queer communities.
- Understanding of supporting students' lived experiences by emphasizing the intersection of social identities to validate their multiple identities and roles.
- Interpersonal skills using tact, diplomacy, and courtesy.
- Computer applications, including Microsoft Teams and Google Suite.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Communicate effectively both orally and in writing.
- Compose correspondence and other documents independently.
- Work confidentially with discretion.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written directions.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Technical aspects of program's department operations.

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- Meet schedules and time lines.
- Perform responsible and complex administrative support and clerical work with speed and accuracy.
- Provide input into the evaluation process as requested.
- Maintain records and prepare reports.
- Basic principles of employee training and work direction.
- Type/keyboard at 60 words per minute.
- English usage, grammar, spelling, punctuation, and vocabulary.

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. Letter of Interest;
3. Resume; AND,
4. Three (3) professional references listed within the online application.
5. Unofficial Transcripts (optional).
6. Foreign Degree Evaluation (if applicable).

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.

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- 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.

Tentative Timeline (Subject to Amendments)

First round interviews: End of September/Beginning of October

Second round interviews: Second week of October

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.

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: CL01705

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Major Responsibilities:

Qualifications:

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Licenses:

Pay Information:



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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.

Contact Information

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

Contact

Student Affairs
San Diego Community College District