

Administrative Secretary II  
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245409>

Downloaded On: Nov. 21, 2024 1:35pm

Posted Sep. 19, 2024, set to expire Apr. 22, 2025

**Job Title** Administrative Secretary II

**Department**

**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** Sep. 19, 2024

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Professional Staff

**Academic** Graphic Design/Marketing  
**Field(s)**

Communications/Public Relations

Administrative Support/Services

**Job Website** <https://www.schooljobs.com/careers/buttecc/jobs/4644759/administrative-secretary-ii>

**Apply By Email**

**Job Description**

**POSITION HIGHLIGHTS:**

Butte College is seeking a talented, customer-focused individual to join The Training Place team. The Training Place provides workforce training in person at the Skyway and Glenn Centers, virtually, and on-site at employer locations. The Administrative Secretary II is responsible for analytical, procedural,



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and clerical duties, and supports the workforce training funding contracts and budgets for the Butte College Training Place programs.

This position is responsible for professional communication with local employers, answering questions, presenting relevant program services, and coordinating resources in a timely manner. Duties include registering customers, interviewing participants, promoting class schedules, analyzing and responding to enrollment trends, assisting with brand materials, designing flyers, and social media. The Administrative Secretary II optimizes room configuration to create a welcoming experience for participants, provides in-person classroom and virtual technical assistance, analyzes class evaluation surveys and reports results, tracks attendance, monitors inventory, writes narrative outcome reports, and helps maintain budgets.

This position is located at the Skyway Center in Chico, CA. The work schedule is Monday through Friday 8:00 a.m. to 5:00 p.m.

***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.***

### **REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:**

Please visit the [class specification](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

### **DIVERSITY QUALIFICATION:**

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

### **APPLICATION INSTRUCTIONS:**

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

### **REQUIRED ATTACHMENTS:**

- **Resume or Vita**

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- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds.
  - **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

### PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan, accrued vacation days and sick days. For more information please click on the link below.

[Fringe Benefit Summary](#)



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**Contact Information**

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

**Contact**

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