

Administrative Assistant 1
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245776>

Downloaded On: Sep. 27, 2024 1:20am

Posted Sep. 26, 2024, set to expire Jul. 11, 2025

Job Title	Administrative Assistant 1
Department	Child Care Center
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Sep. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Child and Social Services
Apply Online Here	https://apptrkr.com/5669876
Apply By Email	
Job Description	

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Administrative Assistant 1 - Child Care Center

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Administrative Assistant 1 Truckee Meadows Community College

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Truckee Meadows Community College (TMCC) is looking for a friendly, organized, and detail-oriented Administrative Assistant 1 to join our Child Care Center team. *This position does not provide layoff rights and is contingent upon funding. Do you have a heart for children and families? Are you passionate about creating a welcoming environment that helps children transition smoothly from home to the classroom? In this role, you'll be the first point of contact for families, ensuring a warm and supportive experience as they drop off their children, while also handling essential office tasks that keep our center running smoothly.

Why TMCC's Child Care Center?

- **Welcoming Environment:** Be the face of our child care center, greeting families and helping them feel comfortable and supported from the moment they walk through the door.
- **Meaningful Impact:** Your role will help set the tone for a positive experience for both children and their parents, fostering trust and security.
- **Team-Oriented Culture:** Join a collaborative team dedicated to providing a nurturing and professional environment for children, families, and staff alike.

Who You Are

- **Child and Family Champion:** You have a passion for working with children and families, and you know how to make people feel welcome and at ease.
- **Organized and Efficient:** You enjoy keeping things in order, whether it's maintaining detailed records or ensuring all child care licensing requirements are up to date.
- **Detail-Oriented:** You have a sharp eye for accuracy, whether it's processing payments, archiving records, or inputting payroll.
- **Friendly Communicator:** You're great at answering phones, greeting visitors, and providing information, ensuring that every interaction is a positive one.
- **Reliable Team Player:** You're dependable and ready to help wherever needed, whether it's in the office or assisting with tasks around the center.

Key Responsibilities

- **Welcoming Families:** Greet parents and children warmly each day, escorting children to their classrooms and ensuring a smooth drop-off experience.
- **Record Management:** Create and maintain files for all enrolled children and staff, ensuring compliance with State of Nevada Child Care licensing requirements.

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- **Payroll Processing:** Input daily payroll for student employees and manage administrative tasks with precision and accuracy.
- **Payment Handling:** Process credit card payments and post tuition payments to family accounts, maintaining accurate financial records.
- **Administrative Support:** Handle a variety of office tasks, including answering phones, archiving records, taking meeting notes, and maintaining emergency rolling cases.
- **Compliance:** Ensure all child care licensing requirements, immunization records, and well-child forms are up to date.
- **Other Duties as Assigned:** Be ready to step in and support the center with additional responsibilities as needed.

PER EXECUTIVE ORDER 2024-006

ALL MINIMUM QUALIFICATIONS HAVE BEEN WAIVED FOR THIS POSITION UNTIL DECEMBER 31ST, 2024. Please refer to the link for more information:

<https://gov.nv.gov/Newsroom/ExecOrders/Executive-Orders/> Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

Required Qualifications

- This position requires graduation from high school or equivalent education and one (1) year of clerical experience which included experience in one or more of the following areas: maintaining records, answering telephones, and reviewing forms, documents and other written materials; **OR**
- Six (6) months of experience as an Administrative Aid in Nevada State service; **OR**
- An equivalent combination of education and experience as described above

This position requires the ability to obtain an FBI background check and TB test upon hire

Schedule

- Typical schedule: Monday through Thursday, 7:00 am - 9:45 am, and Friday, 7:00 am - 3:30 pm, subject to change based on organizational needs.
- Maximum of 19.5 hours per week. This position accrues annual and sick leave but is not eligible for health benefits.

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Compensation Grade

Grade 23 (Step 01, \$18.88/hr)

In classified service, salary is in Grade and Step. The Step is determined based on the Nevada Administrative Code. Salary placement above a Step 01 at initial appointment is determined based on the recruitment, the candidate's qualifications, internal equity and budgets. A request to accelerate salary must be approved by Human Resources and abide by the Nevada Administrative Code. To view the classified compensation schedules, please visit: [Classified Compensation](#). Select Salary schedule, PP01.

For more information, visit the [Classified Salary Calculator](#)

The Perks of PERS!

Employees are enrolled in The Public Employees' Retirement System of Nevada (PERS) upon hire. For information on contribution rates, please visit: [NV PERS Contribution Rates](#).

Please visit the Benefit Estimator [Retirement Calculator](#) for more information.

Perks of Working at TMCC!

- Approximately 4.8 hours of annual and 4.8 hours of sick accrued each month, 12 paid holidays.
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- Free parking on all TMCC campus locations.
- No State income tax.

Join Us! If you're ready to make a difference in the lives of children and families while being part of a supportive and dynamic team, TMCC's Child Care Center is the place for you. Join us in creating a welcoming environment where every family feels valued and every child has the best start to their day!

Exempt

No

Full-Time Equivalent



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48.8%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact the candidate helpdesk at jobs@unr.edu.

Attach the following attachment(s) to your application

Resume/CV- (required) List a detailed description of the major duties that you performed as part of each job. You must demonstrate that you qualify for the position and your education and experience must be clearly documented.

Cover Letter- (optional)

Contact Information for Three Supervisory References- (required) Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Transcripts- (optional) If you have not graduated, please attach your transcripts to receive education credit for classes you have taken. Credit is given for classes relevant to the position.

Veteran Interview Consideration- (optional) - To receive interview consideration for veterans and veterans with a service-connected disability, proof is required at the time of application. Please attach proof electronically to your application under the Veteran Document(s) section. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, etc).

This posting is open until filled

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Posting Close Date

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Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Administrative-Assistant-1---Child-Care-Center_R0144681-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by



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others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

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

Contact

N/A

Truckee Meadows Community College

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