

Administrative Assistant 3 - Biology Department  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=246714>

Downloaded On: Oct. 19, 2024 1:15pm

Posted Oct. 8, 2024, set to expire Jul. 11, 2025

<b>Job Title</b>	Administrative Assistant 3 - Biology Department
<b>Department</b>	Biology
<b>Institution</b>	Truckee Meadows Community College Reno, Nevada
<b>Date Posted</b>	Oct. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5699431">https://apptrkr.com/5699431</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Administrative Assistant 3 - Biology Department**

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](mailto:humanresources@tmcc.edu).

**Job Description**

Truckee Meadows Community College is recruiting for an Administrative Assistant 3. This position supports all administrative functions of the Biology Department. Duties include but are not limited to:

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Preparing financial information, maintain and reconcile budgets using Workday and Excel; responsible for all office purchases; assist multiple instructors with supplies, book orders, and rosters; class offerings schedule building and maintenance; review transcripts; process add/drop forms of students according to policy. The Administrative Assistant 3 will routinely scan and respond to inquiries from the department's website, department email and faxes; implement and interpret office policies and procedures; respond to requests from the dean's office and / or other requests in a timely manner. This position will create hourly and pay period activities for all part-time employees and full-time employee overloads within set deadlines. This position will keep all department members informed of upcoming deadlines and events; demonstrate "follow through" in all customer service; be professional in all faculty and student interactions; work in conjunction with the department chairs and supervisor; perform special projects as assigned.

### **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 three (3) years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; **OR**
- One (1) year of experience as an Administrative Assistant II in Nevada State service; **OR**
- An equivalent combination of education and experience as described above

### **Schedule**

The typical work schedule is Monday through Friday from 8:00 am to 5:00 pm; this is subject to change based on organizational needs.

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### Compensation Grade

Grade 27 (Step 01, \$22.13/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.

### 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!

- Health insurance options including dental and vision -[Health Insurance](#)
- 17.5% retirement match in PERS, 10 hours of annual and 10 hours of sick accrued each month, 12 paid holidays.
- Life insurance, generous annual and sick leave -[Classified Benefits](#)
- 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.
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).
- [Classified Grant-in-Aid](#): TMCC encourages employees to pursue training and educational opportunities available to them through the Nevada System of Higher Education Institutions. Tuition is paid in full when Classified employees enroll in a course that can apply toward the completion of a degree or is job-related.
- [Classified Registration Fee Reduction Program](#): The College offers this program for spouses, domestic partners, and dependents of Classified employees (working at least 53%). The

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Classified Registration Fee Reduction Program may be used for undergraduate courses through TMCC.

**Exempt**

No

**Full-Time Equivalent**

100.0%

**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](mailto: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-** (required)

**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.

**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**

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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

### 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-3---Biology-Department\\_R0144776-1](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Administrative-Assistant-3---Biology-Department_R0144776-1)**

*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-*

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*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](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://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 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.*

**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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