

Office Administrative Assistant II (Part-Time)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251497>

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Posted Jan. 14, 2025, set to expire May 8, 2025

Job Title Office Administrative Assistant II (Part-Time)
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://www.click2apply.net/8gQaD5HDNkLmzCoK1U6eJd>

Apply By Email

Job Description

Posting Details

Position Information

Position Title: Office Administrative Assistant II (Part-Time)

Requisition Number: SCL00376

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General Description

Under the supervision of the Director, the office Administrative Assistant II provides administrative support to the College's Power Up Your Business department. Primary responsibilities include providing quality customer service in responding to potential and current program participants, preparing training materials (for print and distribution), maintaining program files, and completing standardized forms.

This is a part-time position with scheduled hours not to exceed 25 hours per week.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Screen and respond to calls and inquiries; redirecting calls when necessary and taking accurate messages in a courteous and professional manner.
- Provide quality customer service while providing information to potential participants and small

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businesses interested in the program.

- Respond to telephone and email inquiries regarding workshops, registration procedures, program requirements, etc.
- Prepare training materials for workshops, including making copies, updating handout information, and preparing folders.
- Compile program data and prepare reports using Microsoft Excel.
- Prepare and proofread standard documents, forms, memos and letters.
- Provide clerical administrative support for Power Up Your Business program staff, assisting with routine office tasks and projects as needed.
- Acquire and maintain knowledge of administrative information systems and software used by the department, such as Sales Force, Constant Contact, or other Client Management Systems; accessing these applications to store, gather or enter data as needed.
- Maintain and track department inventories using standardized spreadsheets and processes.
- Assist in the scheduling of classrooms/conference rooms for workshops and various events.
- Maintain attendance records and documentation.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Perform assigned duties in a manner consistent with the mission, goals, and core values of the College.
- Other duties as assigned.

Minimum Qualifications

- High School diploma or its equivalent. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Two (2) years of work experience in an administrative support position required.
- Demonstrated proficiency in Microsoft Word and Excel required.
- Strong communication skills (verbal, written, and interpersonal) to effectively communicate with the general public, students, College staff and faculty required.
- Strong customer service skills required.
- Strong organizational and time management skills required.
- Pays attention to details and follows direction.
- Ability to function independently as well as part of a team required.
- Professional appearance and demeanor required.
- Experience working with people from a variety of culturally diverse backgrounds required.

Preferred Qualifications



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- Associates degree preferred.
- Previous experience using email marketing software, such as Constant Contact preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 4

Min Salary: \$17.85

Max Salary: \$30.44

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Job Posting Open Date: 07/30/2024

Type of Position: Classified

Employment Status: Part-Time

Special Instructions to Applicants

Testing required for this position:

MS Word

MS Excel

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website

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- Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
- No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have two (2) years of work experience in an administrative support position?
- Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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