

Office Administrative Associate
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252007>

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Posted Jan. 23, 2025, set to expire May 24, 2025

Job Title	Office Administrative Associate
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Jan. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Posting Details

Position Information

Position Title: Office Administrative Associate

Requisition Number: SCL00389

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General Description

The City College for Municipal Employment (CCME) is a strategic community and workforce initiative in partnership with the City of Philadelphia, Philadelphia Works, and the School District of Philadelphia that prepares Philadelphia residents for municipal jobs. The Office Administrative Associate (OAA) position is part-time and provides clerical support for the City College for Municipal Employment. Primary responsibilities include the monitoring the reception area and maintaining front office interactions, answering phone calls and monitoring email correspondence, coordination of office processes and procedures, maintenance of records and reporting of student information, and maintaining inventory of program materials. The part-time OAA also prepares program related documents, forms, and memos, and supports all data collection and reporting needs of CCME.

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

- Assist the Associate Director in the development and coordination of office processes and procedures in accordance with College requirement.

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- Maintain appointment calendar of Associate Director and CCME programming calendar.
- Update and maintain accurate and updated hardcopy and electronic files.
- Maintain documentation of prospective, enrolled, and graduated students.
- Enter student weekly activity and attendance information into the database.
- Maintain and create inventory of all materials and generate orders as needed.
- Maintain centralized shared drive for documents and forms.
- Prepare documents and reports, as needed.
- Prepare correspondence and proofread as requested by CCME staff.
- Participate in training sessions as needed.
- Adhere to FERPA regulations as they pertain to maintaining the security and confidentiality of all student records, as well as maintain the confidentiality of other documents.
- Screen and respond to calls, emails, and inquiries; take accurate messages and redirect calls and emails as necessary.
- Provide quality customer service to internal and external visitors to the office, responding to questions or directing to the appropriate staff member or department.
- Perform assigned duties in a manner consistent with the mission, goals and core values of the College.
- 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.
- Other duties as assigned.

Minimum Qualifications

- High school diploma or its equivalent is required.
- Minimum of five (5) years of clerical experience required.
- Demonstrated proficiency in Microsoft Word and Excel required.
- Demonstrated proficiency in Microsoft Office Suite.
- Excellent organizational skills and attention to detail is required.
- Effective oral and written communication skills required.
- Demonstrated ability to work with a team and collaborate well with others is required.
- Effective customer service skills; including a courteous and professional demeanor is required.
- Ability to 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 required.

Preferred Qualifications

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- Associate's degree preferred. Any and all degrees must be from a recognized accredited institution.
- Experience using Ellucian Banner, or a similar enterprise-wide system, is 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.

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: 5

Min Salary: \$18.53

Max Salary: \$32.64

Job Posting Open Date: 01/10/2025

Type of Position: Classified

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

Applicant Testing Required: MS Excel, MS Word

- 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.

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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
- 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. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.

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- Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)
4. * 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
5. * Do you have a minimum of five (5) years of clerical experience?
- Yes
 - No
6. * Do you have proficiency in Microsoft Word and Microsoft Excel?
- Yes
 - No
7. * Do you have experience using an enterprise wide system?
- 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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