

Office Administrative Associate B
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252011>

Downloaded On: Jan. 24, 2025 9:43am

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

Job Title Office Administrative Associate B
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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Job Description

Posting Details

Position Information

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The Office Administrative Associate B provides administrative and clerical support to the Purchasing Manager and staff within the Purchasing department. Working under limited supervision, this position is expected to troubleshoot problems, prioritize work assignments, while maintaining cooperative relationships with college staff and vendors. This position has some procurement responsibilities and uses independent judgment and decision making in accordance with requirements established by the College and the Purchasing department.

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

- Perform standard clerical tasks in accordance with requirements established in the Purchasing Department including answering and screening calls, greeting visitors, preparing correspondence, distributing/preparing mail.
- Maintain departmental records; sort, code and file electronic documents.
- Coordinate meetings for department and administrative committee functions, take and distribute minutes of meetings, and coordinate administrative calendars.
- Prepare and upload complex bid documents to e-bid website and coordinate all applicable correspondence.

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- Identify supplier sources, research prices, communicate with requestor and procure low-dollar/volume items ie. Bus transportation, downloading monthly invoices and distributing to CCP staff.
- Coordinate travel arrangements for individuals and groups; including airline, hotel and transportation reservations.
- Communicate with faculty, staff and administration to explain in detail the procurement policies and procedures to all levels of staff at the College.
- Create and maintain complex Word documents with ability to edit documents, track changes, and utilize a master document. Create and maintain Excel files and Adobe Pro files.
- Maintain a network of peer and professional contacts for assigned commodities.
- Operate and maintain office equipment (i.e. copier, printer, fax machine, etc.); order supplies and other office equipment as needed.
- Direct and monitor student workers.
- Within delegated authority, maintain and/or revise departmental document filing/retrieval system.
- Perform other duties as assigned.

Minimum Qualifications

- High school diploma or GED equivalent required
- A minimum of six (6) years of administrative or clerical experience required.
- Ability to type a minimum of 40 WPM required.
- Demonstrated proficiency using Microsoft Word, Excel and Adobe Pro required.
- Strong organizational skills and attention to detail required.
- Good communication and listening skills required.
- Experience using an enterprise wide system 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 background required.

Preferred Qualifications

- Administrative or clerical experience within a purchasing department or other Finance area preferred.
- General knowledge of procedures associated with the purchasing functions of an organization preferred.
- Experience with Ellucian Banner and/or e-Procurement system preferred

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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>

Interested candidates should complete an online application.

Applicant Testing Required: Data Entry, MS Word, MS Excel

- 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

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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. * 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. * 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

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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.

- 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.)
5. * Do you have a minimum of six (6) years of administrative/clerical support work experience?
- Yes
 - No
6. * Do you have proficiency in Microsoft Word and Microsoft Excel?
- Yes
 - No
7. * Do you have experience within a purchasing department or other finance area?
- Yes
 - No
8. * Do you have a general knowledge of procedures associated with the purchasing functions of an organization?
- Yes
 - No
9. * Do you have experience utilizing an enterprise-wide information 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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