

Office Administrative Assistant II
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252233>

Downloaded On: Jan. 30, 2025 9:16pm

Posted Jan. 27, 2025, set to expire May 28, 2025

Job Title Office Administrative Assistant II
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 27, 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/RWxdomCWMMdBOI1WyueaKN>

Apply By Email

Job Description

Posting Details

Position Information

Position Title: Office Administrative Assistant II

Requisition Number: SCL00390

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General Description

This position provides clerical support which includes: maintaining all records for the academic departments in the Liberal Studies Division, and performing a full range of administrative and clerical duties associated with the operation of the academic departments and the Liberal Studies Division, in collaboration with other members of the front office staff. This position answers telephone inquiries, schedules appointments for the department heads, and assists faculty and students. Supporting the department in its full scope, this role will often process confidential information, supply requests, check requests, and other forms related to the operation of the department. This position includes support to the following disciplines and related curricula: Architecture, Design & Construction, Art & Design, English, Humanities, Music, Photography and Digital Video Production, Psychology, Education & Human Services, Social Science, World Languages.

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 chance 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

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- Provides faculty and students support for problem solving issues relating to late registration, final grades, locating classes and instructors and minor Banner issues.
- Responds to written inquiries (via email and letter), seeking to resolve problems, locating and providing accurate information within established guidelines and time frames.
- Prepares standard Office and College documents, forms, memos and letters. Proofreads and edits documents for accuracy demonstrating strong attention to detail skillset.
- Listens to and verifies supervisor's instructions, asking questions to clarify understanding of a new or complex assignment, seeks additional clarification as needed.
- Formats and prepares documents for correspondence, including preparing charts, calendars, tables, lists, etc.; ensures content is accurate.
- Designs and maintains computer databases to store information, e.g., faculty information, class cancellation notifications, change of grade and incomplete forms.
- Acquires and maintains knowledge of all administrative information systems used by the department or work area. Accesses these applications to research, gather or enter data as needed.
- Supports the 20% attendance reporting requirement for all parts of term as needed.
- Maintains mailboxes for faculty.
- Sorts and directs routine mail; refers non-routine or priority mail to appropriate persons. Handles outgoing mail as assigned.
- Communicates over the telephone, responding to inquiries, redirecting calls as necessary and taking accurate messages for others in a courteous business-like manner.
- Acknowledges diversity as a College value and communicates respectfully to diverse customers.
- Other duties as assigned.

Minimum Qualifications

- A high school diploma or its equivalent (e.g., GED) required.
- At least two (2) years of full-time clerical experience, preferably in a college or university.
- Excellent written and oral communication skills required.
- Ability to perform multiple tasks with changing priorities is required.
- Demonstrated proficiency using Microsoft Word and Excel required.
- Demonstrated excellence in customer service to internal and external stakeholders 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.

Work Location: Main Campus

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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

Job Posting Open Date: 01/27/2025

Type of Position: Classified

Employment Status: Full-Time

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Special Instructions to Applicants

Interested candidates should complete an online application.

Applicant Testing: 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 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 first learn about this employment opportunity?
 - Community College of Philadelphia Website
 - Careerbuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Job Fair
 - Indeed.com
 - HireVeterans.com
 - HERC - Higher Education Recruitment Consortium
 - CCP - Faculty Recruiting Event
 - 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.

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(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 full-time clerical experience?
 - Yes
 - No
5. * Do you have clerical experience in a college or university?
 - 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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