

Division Administrative Assistant-Health Athletics
Wellness and Kinesiology (HAWK)
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=253912>

Downloaded On: Mar. 10, 2025 1:44am

Posted Mar. 4, 2025, set to expire Mar. 21, 2025

Job Title	Division Administrative Assistant-Health Athletics Wellness and Kinesiology (HAWK)
Department	Hw Division Office
Institution	Cabrillo College Aptos, California
Date Posted	Mar. 4, 2025
Application Deadline	03/21/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Division Administrative Assistant-Health Athletics Wellness and Kinesiology (HAWK)

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-01954

Closing: 3/21/2025 11:59 PM Pacific

Location:



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Aptos, CA

Department: Hw Division Office

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

Under general supervision, this **full-time, 12-months per year Division Administrative Assistant** position provides varied and complex office administrative assistance to an Academic Dean and associated faculty and staff in the **Health, Athletics, Wellness & Kinesiology (HAWK) division**. This position acts as a liaison between the Dean and other District departments and students; provides information and assistance to students and faculty; creates and maintains department-specific tracking systems, reports, records and files required for work processes; supports Dean with faculty human resources processes and assignment tracking; provides resources, information and training to department staff; may provide lead-level guidance to classified staff; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Position scheduled to being mid-May, 2025, pending Governing Board Ratification.

Starting Salary Range: \$4,923 to \$5,699 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) or [confidential salary schedule](#) is step 4. Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

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Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the [Benefitslink](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides administrative support to an instructional Dean; acts as liaison in coordinating calendar and matters between the Dean's office and other departments, divisions, students and other constituents; represents the division over the phone, in person and online.
- Provides information and assistance to students and the public regarding divisional class

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- offerings and prerequisites, campus resources, and various other matters; handles issues that may require sensitivity, tact and independent judgment; researches requests or complaints and refers matters to appropriate faculty or staff and takes or recommends actions to resolve issues.
- Using standard office software, composes and/or types memoranda, correspondence, reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a highly technical and sensitive nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports and documents routed for signature are accurate and complete; drafts materials for submission to the Governing Board and committees.
 - Creates and maintains tracking systems, spreadsheets and small databases; independently performs research for staff on specific student/department issues and programs; ensures programs and services meet funding guidelines and data-tracking requirements and generate performance reports for District and grant compliance.
 - Acts as liaison with the Business Office; reviews, submits and tracks requests for payments and purchase orders in accordance with District policies and procedures; monitors budget usage and fund percentages and initiates budget transfers; tracks multiple funding sources and ensures expenditures are compliant; assists with ordering equipment and materials; coordinates full- and part-time staff and faculty payroll administrative processes at the division level.
 - Maintains and coordinates a variety of dean, division and/or department calendars; makes meeting arrangements including preparing and posting agendas and notices and planning meeting logistics; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes follow-up documentation; may provide administrative support to a committee.
 - Coordinates facility and classroom use and resolves scheduling conflicts; coordinates key and keycard authorization tracking and distribution.
 - Coordinates administrative processes for department hiring of faculty, staff, student and independent contractor positions including submitting and tracking requisitions, assisting selection committee with materials, and scheduling and preparing contracts and hiring paperwork; coordinates and participates in new faculty onboarding and orientation processes; tracks time off and other personnel actions.
 - Assists the Dean in tracking faculty assignments; monitors associates
 - and overload contracts; processes absence and related forms, including associate assignment notifications; coordinates administrative activities and timelines for the faculty evaluation process.
 - Supports full-time and associate faculty; assists with office hour scheduling, syllabi requirements and submission, rosters and other census reports.
 - Organizes, maintains and updates specialized and technical files, documents and records; creates and maintains electronic and physical filing systems; reviews class schedule/galley for

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accuracy and researches and resolves discrepancies.

- May provide day-to-day lead work guidance and direction to other staff and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

OTHER DUTIES

- Tracks, maintains and oversees renewals of a variety of program, facilities, equipment and software contracts and licenses.
- Maintains and updates divisional webpages and online calendar.
- Represents the District and/or department on a variety of internal and external committees; develops partnerships and liaisons with community agencies, business/industry, local government, local high schools, other colleges and academic institutions.
- Provides backup for other divisional office administrative support staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- An understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an associate degree program, **AND** at least two (2) years of journey-level administrative support experience preferably in an academic setting **OR**
- An equivalent combination of training and experience. Additional experience may be substituted for the education on a year-for-year basis up to two years.

KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of:

- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- General principles, practices and techniques used in customer service, public relations and community outreach.
- Division and department goals, objectives, policies, procedures and practices applicable to area of assignment.
- Rules, policies, procedures and operating practices applicable to class scheduling, faculty loads and contracts, facilities scheduling and related functions applicable to the assignment.
- District rules, policies and procedures applicable to departmental and division operations.
- Basic research methods and analysis techniques.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- District payroll and general accounting systems operations, practices and procedures applicable to assignment.
- District policies, procedures and rules regarding budgeting, purchasing and expense reporting.
- Basic grants administration methods and practices.
- Applicable federal, state and local laws, rules and regulations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Safety policies and work practices applicable to the work being performed.
- Basic principles and practices of employee work guidance and direction.
- Applicable Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Perform mathematical calculations; assist in monitoring departmental budgets.
- Maintain accurate class schedules and room charts for an academic department, utilizing and integrating information provided by deans, directors, faculty and others, with direction and

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guidance on the more complex scheduling situations.

- Assess work problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met.
2. Attach resume.
3. (Encouraged but not required) - Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee.

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Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.



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To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4815833/division-administrative-assistant-health-athletics-wellness-and-kinesiology-hawk>

jeid-28659d8395f5904ba01d7eae1260ce4a

Contact Information

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

Contact

Hw Division Office
Cabrillo College

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