

Executive Assistant, Office of the Chancellor and Board  
Operations  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254345>

Downloaded On: Mar. 13, 2025 8:00pm

Posted Mar. 12, 2025, set to expire Jan. 28, 2026

**Job Title** Executive Assistant, Office of the Chancellor and Board  
Operations

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Mar. 12, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4865677/executive-assistant-office-of-the-chancellor-and-board-operations>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of

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birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

*Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

### SUMMARY DESCRIPTION

To assist the assigned supervisor in providing executive assistance to the Chancellor and

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members of the Board of Trustees; assist in coordinating and maintaining the operational aspects of the Office of the Chancellor on a day-to-day basis, ensuring that the office is run in an efficient, timely and accurate manner; assist in facilitating the smooth flow of work and office operations; attend Board docket meetings and regular and special meetings of the Board and assist in ensuring that Board agendas, minutes and other legal documents are prepared and distributed according to legal requirements as assigned; represent the Chancellor's office as appropriate; assist in creating a communicative and friendly environment to promote positive interaction between the Chancellor, Board members, administrators, staff, faculty, students and the public; provide confidential and discreet service on behalf of the Chancellor and the members of the Board of Trustees; perform a variety of responsible and confidential administrative support work for the Chancellor and members of the Board of Trustees; perform research, complete special projects and provide a wide variety of information and assistance to the Chancellor, Board members, administrators, faculty, staff, students and the public.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and supervision from the District Director, Chancellor and Board Operations, or designee.

May supervise or provide work direction to others.

### **REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform executive support work to assist in meeting reporting requirements, functional responsibilities and research objectives; assist in coordinating and managing all events, functions and activities of the Chancellor and the Board; assist in coordinating the offices of the Chancellor and the Board of Trustees; perform specialized functions or projects as assigned and assure that work is performed in a timely and accurate manner.

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Assist with developing and implementing procedures for preparation of Board meeting agendas, minutes, and all official notices of the regular and special meetings of the Board in compliance with legal and District requirements; proofread, reformat and coordinate district and colleges' agenda items for submittal to the Board agenda; assist in preparing all regular and special Board meeting agendas, including the listing of closed session items; assist in posting agendas online and in public places within a prescribed timeline; assist in distributing Board meeting agendas, minutes and supporting documentation to recipients in a timely manner.

Attend docket meetings, to assist the Chancellor, Vice Chancellors, and College Presidents in developing agendas; assist in overseeing the process for submission of requests for Board agenda items from District and College personnel and students in compliance with District timelines and legal guidelines; assist in composing agenda items in consultation with the Board, Chancellor or other administrators for regular and special meetings of the Board and assist in advising staff to correctly write and format agenda items.

Attend all regular/special meetings of the Board, including closed sessions, and record actions and votes using electronic technology in the televised open session and other official proceedings; time all public comments according to rules of the meetings; offer parliamentary advice if appropriate; assist in providing information to the Board regarding general meeting rules; and assist in following up on Board meeting actions requiring correspondence or notification to District personnel and the public as appropriate. Advise and direct IT staff on appropriate set-up of and troubleshooting action for electronic meeting software systems.

Assist in ensuring that Board agenda items and supporting documents are developed, prepared and forwarded within District timelines and legal guidelines; assist in conducting research, gathering information related to Board agenda items, and composing Board agenda items; assist in ensuring that the Chancellor receives timely notification of Board requests for information or action; assist in ensuring that Board members receive information and notification of action taken as requested.

Assist in maintaining the official records and correspondence of the Board of Trustees, including Board meeting agendas and minutes, election records and Board and District historical resource files. Create and maintain sites for the Office of the Chancellor and other departmental sites.

Assist in serving as liaison between the Chancellor and Board members, District and college administrators, academic and classified staff, students, legislators, representatives of community agencies, the media and the general public by relaying messages, answering questions,



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clarifying the Chancellor's and the Board's positions on various matters, responding to requests, resolving problems, explaining District policies and procedures and referring callers to the Chancellor or other appropriate party.

Coordinate travel and meeting arrangements and prepare and submit travel and mileage reimbursements; assist in maintaining appointment schedules and calendars, assist in arranging meetings, conferences and civic functions for the Chancellor, Board members and others as assigned; assist in reviewing, updating and informing the Chancellor, Board members and others of essential timelines; assist in researching and compiling background information as necessary; assist in preparing subsequent reports as assigned. Purchase and/or order and oversee delivery of refreshments for meetings and events.

Assist in preparing annual budget recommendations; monitor expenditure of funds and oversee office budget activities including major special events; prepare and submit budget revisions and expenditures; and prepare and submit expense reports.

Serve on committees, task forces and other work groups as needed; provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings, take notes or record proceedings; create, draft and distribute agendas, minutes, background materials, and reports according to established procedures.

Compose correspondence independently; format, type, proofread, duplicate and distribute agendas, minutes, resolutions, correspondence, notices, lists, forms, memoranda, calendars, reports, manuals and other materials according to established procedures and standards.

Assist in planning, organizing, prioritizing, reviewing and evaluating work assignments and activities, including preparing purchase requisitions, and assuring proper functioning of office equipment; prepare and submit contracts for services and rental agreements for the Office of the Chancellor and other departments as assigned.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be*

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*learned within a short period of time in order to successfully perform the assigned duties.*

**EDUCATION AND EXPERIENCE GUIDELINES**

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

**Education:**

Equivalent to an AA degree with major course work in business or public administration or relevant field. A bachelor's degree is highly desirable.

**Experience:**

At least three years of increasingly responsible experience providing administrative support. Experience in an executive office or a public agency, preferably in an educational environment, is highly desirable.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

**KNOWLEDGE OF:**

Basic research methods and techniques.

Budget preparation and administration.

Correct English composition, grammar, spelling and vocabulary.

Current word processing, spreadsheet and database programs, methods and techniques. District and College organization, operations and objectives.

District and College policies and procedures.

Interpersonal skills including tact, patience and diplomacy.

Learn applicable state and federal laws and regulations.

Office management methods, procedures and techniques.

Operation of computer, peripherals and software programs, including management information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Parliamentary procedure.

Planning and organizational skills.

Principles and techniques used in public relations.

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Principles, practices and procedures of business letter writing, data collection, financial and statistical recordkeeping and report preparation.

Receptionist and telephone techniques and etiquette.

Statistical procedures and mathematical concepts.

**ABILITY TO:**

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Communicate clearly, concisely and effectively, both orally and in writing, using correct English usage, grammar, spelling, punctuation and vocabulary, with diverse constituencies within and outside of the District.

Compile information and write reports, business correspondence, speeches, presentations and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Effectively present information in person or on the telephone to students, staff or the public.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

Learn and correctly interpret, apply and explain the policies, procedures and regulations related to the function to which assigned.

Learn quickly to interpret, apply and explain complex and technical state and federal laws and regulations related to assigned program.

Maintain accurate statistical and financial records. Maintain confidentiality of sensitive information. Maintain the security of confidential materials.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Operate word processing, desktop publishing, spreadsheet, database management and specialized software proficiently.

Perform assigned work with speed and accuracy.

Perform responsible work involving use of independent judgment and personal initiative.

Plan and organize work.

Relate effectively to people of varied academic, cultural and socioeconomic backgrounds using tact, diplomacy and courtesy.

Respond to requests and inquiries from Board members, administrators, faculty, staff, students and the public. Type and transcribe at a speed necessary for successful job performance.

Type, format, proofread, duplicate and distribute documents and other written materials.





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Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.  
Use sound judgment in recognizing scope of authority. Work effectively with minimal supervision.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Work Environment:**

Standard office setting. Duties are performed primarily in an executive office environment while sitting at a desk or computer workstation. Incumbents are subject to frequent contact with others, frequent interruptions, and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Must attend regular and special meetings of the Board of Trustees to record proceedings. Must set up for, attend, and clean up after meetings and activities during early morning, evening and weekend hours.

**Physical Demands:**

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various District locations to attend meetings and conduct work, uses hands and fingers to operate an electronic keyboard or other office machines, reaches with hands and arms, stoops, kneels or crouches to file, squats and/or crawls to set up electronic equipment, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

## Supplemental Information

**District Management Team Salary Schedule - Range 09**

**Initial Screening Date: April 02, 2025**





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**Required Documents: Resume, Cover Letter**

**Applications missing the required documents will not be considered.**

**Work Schedule: Monday - Friday (8:00 AM - 5:00 PM)**

**Hours Per Week: 40**

**Months: 12**

**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**



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A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrintfodesk@socccd.edu](mailto:hrintfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national



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origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.



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The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

**Contact**