

Administrative Assistant 2 - Spokane Community College  
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=254376>

Downloaded On: Mar. 14, 2025 9:26am

Posted Mar. 13, 2025, set to expire Apr. 1, 2025

<b>Job Title</b>	Administrative Assistant 2 - Spokane Community College
<b>Department</b>	Staff
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Mar. 13, 2025
<b>Application Deadline</b>	04/01/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6074824">https://apptrkr.com/6074824</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Administrative Assistant 2 - Spokane Community College**

**Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**SCC Technical Education

**Salary Range:** \$3,239 - \$4,299



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**Starting salary for this position is: \$3,239 (Monthly)**

**Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### **About Us**

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

**Applications will be accepted until 4:00 p.m. PST on 04/01/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

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### About the Administrative Assistant 2 - Spokane Community College

#### JOB SUMMARY

Reporting to the Office Manager of the Technical Education Division (Tech Ed), the primary purpose of this position is to serve, support, and meet the needs of the Dean's Office, the faculty in the division, as well as working collaboratively with the Tech Ed Division Office Assistants.

This position will independently plan, organize, and prioritize a variety of complex projects and assignments essential to the division, including, but not limited to: assist with the scheduling of classes and rooms; accurately track, monitor, and disseminate budget information; prioritize and order supplies and equipment; provide direct administrative support; maintain document management systems; and develop and communicate office policies, procedures and standards proactively.

#### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

##### Advisory Committee Meetings

- Proactively communicate with faculty regarding all information needed for programs to successfully meet with advisory committees twice per year. \*
- Track advisory committee meeting schedule, confirm minutes are saved in archive, and ensure advisory committee member lists are current. \*
- Schedule advisory committee meetings, request agenda items, provide documentation to constituents. Submit parking requests and track virtual parking. \*
- Take minutes at all advisory committee meetings and as requested by the dean. If absent, take minutes from recording and ensure minutes are saved in archive. \*

##### Budget

- Submit all purchase requisitions for the division including submission of final purchase order to the vendor, track delivery and notification to authorize payment to vendor. Enter expenses into spreadsheet. \*
- Act as the steward of purchase cards (p-cards) housed in primary location, including reconciliation. Communicate all requirements needed to obtain a p-card to new hires and follow-up with individuals as needed. \*
- Process travel, generate travel forms, arrange hotel stays, vehicle rentals, submit vicinity travel and travel expenses. \*

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- Order office products. Keep inventory stocked. \*
- Help to coordinate Tech Ed events. Duties include processing paperwork, picking up/ordering/delivery of food, setup, and cleanup of event, etc. \*

### Communication

- Submit student CEU hours and graduating student work hours for electrical license to L&I. \*
- Serve as the resource person for mail/mail services, shipping and receiving (Central Services), Information Technology (IT), Purchasing and Security. \*
- Collect annual Professional Activity reports from faculty and submit to Dean. \*
- Assist deans with scheduling, record keeping, and correspondence. \*
- Manage all communication portals for the division, including the customer relationship management system. Maintain records of incoming and outgoing correspondence and document and follow up on work in process. Pull various reports from ctcLink. Look up student information, class schedules, etc. \*
- Develop office operations and establish office procedures, standards, and priorities with the guidance of the Office Manager. Develop solutions and/or recommendations. \*
- Explain and interpret complex rules, policies and operating procedures to faculty, staff, students, and members of the public. \*

### New Hires

- Assist deans with preparation for screening, duties include submitting Position Request, scheduling interviews and committee meetings, preparing interview materials, etc. \*
- Assist the Office Manager with submitting requests for email, keys, phone, office, name badge, and business cards for new hires. Ensure appropriate personnel receive a p-card as needed. \*

### Interdepartmental Cross-Training

- Cross-train on Office Manager responsibilities to cover duties during staff absences. \*
- Assist the Office Manager with class scheduling and other related tasks as needed. \*
- Assist the Office Manager with submitting IT requests, equipment surplus forms, work orders, building improvement requests, etc. as needed. \*

### Other

- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*

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- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. \*
- Ensure the dean's suite is organized and presentable each day by tidying up workspaces, arranging materials, and maintaining a professional environment.

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Knowledge or experience using Microsoft Office products.
- Excellent interpersonal, oral, and written communication skills.
- Ability to maintain a high level of confidentiality.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.

### DESIRED QUALIFICATIONS

- Associate degree or higher from an accredited institution.
- Knowledge or experience using student management system ctcLink (PeopleSoft).
- One or more years of administrative assistant experience, or equivalent.

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- Knowledge of bookkeeping and record keeping functions.

### **PHYSICAL REQUIREMENTS**

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.
- Ability to lift up to 25 pounds, assist with event set-up, move materials, etc.

### **CONDITIONS OF EMPLOYMENT**

- Full time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Requires local or regional travel.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

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*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation

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during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### Equal Opportunity Institution

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/administrative-assistant-2-spokane-community-college-spokane-washington-united-states>

### Contact Information

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

#### Contact

Staff

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