

**Administrative Assistant 2 Community Health & Education
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=256999>

Downloaded On: May. 15, 2025 5:06pm

Posted May 14, 2025, set to expire May 26, 2025

Job Title	Administrative Assistant 2 Community Health & Education
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	May 14, 2025
Application Deadline	05/26/2025
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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**Administrative Assistant 2 Community Health & Education
Community Colleges of Spokane**

Location:Spokane Falls Main Campus Spokane

Department:SFCC SFCC Student Services Bus Human Services

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 Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 05/27/2025. 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.

About the Administrative Assistant 2 - Community Health & Education

JOB SUMMARY

Reporting to the Office Manager of Community Health & Education, the primary purpose of this position is to serve, support and meet the needs of the Dean's Office and the division and work collaboratively with the CHE Office Manager.

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; monitor budgets; prioritize and order supplies and equipment; coordinate maintenance and repair for buildings and equipment; maintain document management systems; as well as develop and communicate office policies, procedures and standards.

This position will also review the work of professional staff for completeness, to ensure compliance with

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laws, rules, policies, procedures, and accreditation standards.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Faculty Support

- Coordinate the faculty tenure review process for CHE faculty, ensuring proper tracking of evaluation timelines, creation of quarterly task lists, and scheduling meetings for tenure review committees. Collect/distribute syllabi from evaluated faculty quarterly. *
- Oversee the collection and distribution of student evaluations for faculty undergoing tenure review, post-tenure evaluation, and adjunct faculty. *
- Schedule and proctor faculty evaluations for main campus faculty, track and collect annual Professional Activity Reports, and maintain digital storage archives for evaluation committees. *

Student Support

- Assist with the student evaluation process by scheduling and proctoring faculty evaluations, typing responses, preparing statistical reports, and forwarding findings to the Dean and faculty. *
- Assist with student practicums by coordinating background checks, contacting outside agencies, and connecting students with appropriate organizations. *
- Assist with and track Prior Learning Assessments for students. *

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

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

Communication

- Serve as the resource person for mail/mail services, shipping and receiving (Central Services), Information Technology (IT), Purchasing and Security. *
- 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. *

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, including providing coverage for faculty contracts and tracking faculty workloads as needed. *
- Assist the Office Manager with submitting IT requests, equipment surplus forms, work orders, building improvement requests, etc. as needed. *
- 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. *

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. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

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- Ensure the work spaces, labs and testing sites are 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 willingness to learn American Sign Language.
- Knowledge or experience using student management system ctcLink (PeopleSoft).
- One or more years of administrative assistant experience, or equivalent.

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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.

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

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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 during the application or interview process, please contact HR at 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-community-health-education-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Staff

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