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Downloaded On: Jul. 30, 2025 4:29pm
Posted Jun. 5, 2025, set to expire Oct. 2, 2025

Job Title Administrative/Clerical Temporary Pool

Department Staff

Institution Foothill-De Anza Community College District

Los Altos Hills, California

Date Posted Jun. 5, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

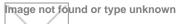
Part-Time/Temporary Staff

Academic Field(s) Administrative Support/Services

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Apply By Email

Job Description



Administrative/Clerical Temporary Pool

HR EMPLOYMENT/CAREERS

This is a pool of applicants for any Administrative/Clerical temporary positions that may become available within the Foothill - De Anza Community College District. Applications submitted to this temporary pool will be screened by HR for minimum qualifications. After your application has been screened you will receive an e-mail notification regarding your status.



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A copy of TEA salary schedule can be located here -

https://hr.fhda.edu/_top.html

Possible positions that may fall under this Administrative/Clerical temporary pool are:

- Office Assistant I III
- Planetarium Assistant
- Program Assistant I III

The job descriptions are for each job title are:

- Office Assistant I- Perform a variety of routine, entry-level, clerical office functions in support of day-to-day clerical/office or department work units. Includes typing, filing, data entry and record keeping, operating office equipment, answering phones and/or operating computers. Receive, sort, and route mail. Stuff, seal and stamp envelopes. Sort, staple, collage and hand deliver materials. This job requires accuracy and attention to detail.
- Office Assistant II- Perform a variety of general, mid-level clerical/office and operational functions in support of day-to-day clerical/office or department work units. Requires adherence to daily timelines, accurate data entry and record keeping, attention to detail as well as skill to respond effectively and tactfully to inquiries from both employees and the general public.
- Office Assistant III- Perform a wide variety of responsible, higher-level clerical/office and
 operation functions in support of day-to-day clerical/office or department work units. Positions
 work on special projects and coordinate administrative activities. Collect and analyze data for
 records and reports. May maintain a variety of office database and spreadsheet applications.
 May work on multiple projects.
- Planetarium Assistant- For Planetarium Saturday Evening Astronomy shows and Laser Light shows: Serve as cashier by operating register and credit card machine for show ticket sales and other cash register transactions. Serve as gift shop counter and customer service attendant and answer high volume of questions via telephone and in person. Make sure gift shop, lobby, auditorium and restroom areas are kept neat in appearance. Serve as door usher by collecting admission tickets and directing customers into auditorium. Assist with crowd control before and after shows and walk outside Planetarium building to help direct customers. Assist presenter while show is in progress as needed and by answering astronomy and facility related questions either before or after show.
- Program Assistant I- Work under the direction of college administration. Assist in the implementation of summer programs or activities. Assist in interviewing and training summer



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hires (i.e. teachers, coaches, etc.). Perform duties with established procedures and guidelines to include a low-level of coordination. Assist in preparing routine records and program reports.

- Program Assistant II- Work under the direction of college administration. Assist in the
 implementation of summer programs or activities. Assist in interviewing and hiring summer hires
 (i.e. teachers, coaches, etc.). Schedule and train summer hires. Perform duties with established
 procedures and guidelines to include a mid-level of coordination. Monitor budgets, prepare
 routine records and program reports.
- Program Assistant III- Work under the direction of college administration. Responsible for
 developing and implementing summer programs or activities. Interview, hire, schedule and train
 summer hires (i.e. teachers, coaches, etc.). Perform duties with established procedures and
 guidelines to include a high-level of coordination, budget development, and program evaluation.
 Prepare reports, studies, and analysis of program as required.

To apply, visit

jeid-b2352eb6121bd440a4c02f04dd67d41b

Contact Information

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

Contact



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Staff

Foothill-De Anza Community College District

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