

Administrative Secretary-Office Coordinator (Welcome Center)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258367>

Downloaded On: Aug. 5, 2025 1:52pm

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

Job Title Administrative Secretary-Office Coordinator (Welcome Center)

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Jun. 17, 2025

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Administrative Support/Services
Field(s)

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4963772/administrative-secretary-office-coordinator-welcome-center>

Apply By Email

Job Description

Job Description: Administrative Secretary-Office Coordinator

CSEA Range 27; Full-time/Non Exempt; 40 hours per week; 12 months per year

Tentative First Interviews: Week of August 4, 2025 **(Zoom)**

Tentative Second Interviews: Week of August 11, 2025 **(In Person)**

Administrative Secretary-Office Coordinator (Welcome
Center)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258367>

Downloaded On: Aug. 5, 2025 1:52pm

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

Anticipated Start Date: September 2, 2025

Application Tips for Success

Additional Resources:

- [About Butte College](#)
- [Relocation Incentive](#)
- [Housing Resources](#)
- [Travel Reimbursement for Interviews](#)

POSITION HIGHLIGHTS:

Are you passionate about supporting students on their path to higher education? Butte College is seeking an organized and proactive Administrative Secretary - Office Coordinator to support the vital work of Recruitment & Outreach, Orientation, Concurrent Enrollment, and College Connection. This role is essential in ensuring seamless operations that help students- from high schoolers exploring their options to adults returning to college-navigate their journey to Butte College successfully.

As an Administrative Secretary - Office Coordinator, you will be the backbone of our student support efforts, coordinating office activities, managing communications, maintaining records, and assisting with budget tracking. You'll work closely with students, staff, and external partners to facilitate programs that connect prospective and incoming students with the resources they need to thrive.

We're looking for a detail-oriented problem solver who thrives in a fast-paced environment, can handle confidential information with discretion, and enjoys working collaboratively. Strong communication, organizational, and technical skills are a must, as you'll be managing schedules, assisting with events, and providing crucial administrative support to our student success initiatives.

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer, the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m., with Friday off.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Administrative Secretary-Office Coordinator (Welcome
Center)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258367>

Downloaded On: Aug. 5, 2025 1:52pm

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:

Please visit the **class specification** to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

DIVERSITY QUALIFICATION:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS:

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

REQUIRED ATTACHMENTS:

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

REQUIRED UPON HIRE:

- **Transcripts of Academic Work:** Official transcripts will be required upon hire. All offers of employment are contingent upon the submission of official transcripts showing completion of the degree. NOTE: Transcripts are not a required attachment during the application process.
- **Foreign Transcripts:** If you have foreign transcripts, you must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or [visit our website](#).
- **Equivalency:** If the position has an education equivalency component within the minimum qualifications and you are applying under equivalency, transcripts will not be required.

Administrative Secretary-Office Coordinator (Welcome
Center)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258367>

Downloaded On: Aug. 5, 2025 1:52pm

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan, accrued vacation days and sick days. For more information please review the [Fringe Benefit Summary](#).

Benefits are pro-rated for less than full-time employees.

Summary of Leaves and Accruals

MSC (Management, Supervisory & Confidential)

Administrative Secretary-Office Coordinator (Welcome
Center)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258367>

Downloaded On: Aug. 5, 2025 1:52pm

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation - 15.34 hours per month (maximum accrual 400 hours)

Personal Business - 8 hours

Community Service - 3 days**

Sabbatical**

Travel and Conference**

CSEA (Classified Staff) and BCPOA (College Police Officers)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation (maximum accrual 400 hours)

- 0 to 5 years - 88 hours
- 6 to 10 years - 128 hours
- 11 to 14 years - 168 hours
- 15+ years - 184 hours

Personal Business - 8 hours

Community Service - 3 days**

Travel and Conference**

Optional Leave Conversion**

BCEA (Full-time Faculty)

Sick Leave - 8 hours per month; accrues indefinitely

Banked Leave **

Job Sharing **

Reduced Workload **

Sabbatical **

*** Require prior approval and must meet certain criteria*

Contact Information

Administrative Secretary-Office Coordinator (Welcome
Center)

Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258367>

Downloaded On: Aug. 5, 2025 1:52pm

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

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

Contact

,