

**Executive Assistant - Human Resources (Confidential-
Designated)
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=261515>

Downloaded On: Sep. 3, 2025 10:54am

Posted Aug. 22, 2025, set to expire Sep. 10, 2025

Job Title	Executive Assistant - Human Resources (Confidential-Designated)
Department	Human Resources
Institution	Cabrillo College Aptos, California
Date Posted	Aug. 22, 2025
Application Deadline	09/10/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Human Resources
Apply Online Here	https://apptrkr.com/6495497

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Job Description

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Salary: See Position Description

Job Type: Full-time (100%)

Job Number:

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2025-02048

Closing: 9/10/2025 11:59 PM Pacific

Location: Aptos, CA

Department: HR (Human Resources)

Employment Opportunity

Are you interested in creating an amazing educational environment for students who are part of an equity driven community? Staff at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. **Come join us in our vision to improve the world, one student at a time!**

This **full-time, 12-months per year, Executive Assistant - Human Resources (Confidential-Designated)** position provides executive-level administrative support to the Vice President of Human Resources and Labor Relations; acts as a liaison between the Vice President and the President's Office, the Chancellor's Office, other divisions and students; creates and maintains tracking systems, reports, records and files; provides resources, information and training to department staff; may provide lead-level guidance to classified staff; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Starting Salary Range: \$6,194 to \$7,170 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the [confidential salary schedule](#) is step 4. **Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.** Confidential-designated employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis.

Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and

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vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. [Confidential-designated employee benefits](#) include:

- 223-day work schedule, which equates to an average of 18 self-selected non-work days
- 15 set holidays
- 3 individual responsibility days off annually
- 3 critical illness days off annually
- 12 days of sick leave accrue annually, 7 of which can be used as Personal Necessity days

The term "confidential" refers to an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions as communicated in Government Code Section 3540.1.

As a confidential-designated staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical and administrative support to a Vice President; represents the Vice President and the division over the phone, in person and online; screens and/or independently responds to visitors, phone calls, correspondence and email inquiries regarding a variety of matters; provides information and handles issues that may require sensitivity, tact and independent judgment over the phone, in person and online.
- Composes and/or types a variety of documents, policy manuals, presentations, spreadsheets and reports, often of a highly confidential and sensitive nature; proofreads and checks typed and other materials prepared by other employees for accuracy, completeness and compliance with

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District standards, policies and procedures; ensures materials, contracts, reports and documents routed for signature are accurate and complete; coordinates policies, procedures and a wide variety of agenda items through the governance approval process; drafts and/or reviews materials for submission to the Governing Board and committees.

- Drafts for review, types and/or transcribes highly confidential information regarding personnel matters, labor relations, controversial issues, individuals and/or projects with District-wide implications; renders confidential assistance to other executives as necessary.
- Maintains Vice President, committee and divisional timelines, calendars, program plans and annual updates; prioritizes requests and facilitates the completion of action items, updates and the flow of information; maintains document tracking and revision history including approvals; archives retired materials.
- Attends meetings and provides administrative and logistical support for divisional leadership, committees and other groups including gathering background materials, sending invitations and planning meeting logistics; prepares, distributes and/or enters agendas, notices and supporting documents into systems; takes and transcribes meeting minutes; prepares, distributes and tracks follow-up items; ensures official governance committee meeting agendas, minutes and records are prepared, distributed and maintained within District timelines and legal guidelines.
- Coordinates divisional administrative processes for hiring, tracking leave, time-off and evaluating faculty, staff, student and independent contractor positions; organizes, maintains and updates confidential, specialized and technical files, documents and records including department personnel records; creates and maintains electronic and physical filing systems.
- Assists in monitoring divisional and component budgets; creates purchase requisitions for contract payments; researches and assists with the management of grants, donations and other sources of funding; maintains and purchases inventory and supplies including office supplies, equipment and emergency supplies for students; assists with payroll tracking and review as needed.
- May provide input in selecting, training and providing day-to-day lead work guidance and coordination to other Classified staff or student employees; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

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OTHER DUTIES

- Maintains and updates divisional web pages and online calendar.
- Represents the District and/or department on a variety of internal and external committees; develops partnerships and liaisons with community agencies, business/industry, local government, local high schools, other colleges and academic institutions.
- Provides backup for other office administrative support staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

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

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an associate degree program **AND** at least three (3) years of journey-level administrative support experience, preferably in an academic or public agency setting **OR**
- An equivalent combination of training and experience

PLEASE NOTE: Additional experience may be substituted for the education on a year-for-year basis up to two (2) years

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs.
- Advanced principles, practices and techniques used in customer service, public relations and community outreach.
- Methods, practices, procedures and requirements for drafting a wide variety of documents, reports, presentations, contracts, regulations and other policies.
- Basic research and analysis techniques.

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- Provisions of the Brown Act and the Public Records Act.
- Division and department goals, objectives, policies, procedures and practices applicable to area of assignment.
- District rules, policies and procedures applicable to departmental and division operations.
- District student records, payroll and general accounting systems operations, practices and procedures applicable to assignment.
- District policies, procedures and rules regarding budgeting, purchasing and expense reporting.
- Basic grants administration methods and practices.
- Applicable federal, state and local laws, rules and regulations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Safety policies and work practices applicable to the work being performed.
- Basic principles and practices of employee work guidance and direction.
- Applicable Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Manage multiple and rapidly changing priorities to meet the needs and expectations of the Vice President and other District executives, Governing Board members, state officials and other constituencies.
- Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Assess work problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Represent the Vice President and District effectively in dealing with students, District leadership, community groups and elected officials.

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- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, ***if applicable***, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and are at the applicant's expense - click here for more information

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

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Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5051110/executive-assistant-human-resources-confidential-designated>

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Contact Information

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

Contact

Human Resources
Cabrillo College

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