

**Administrative Assistant  
Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261557>

Downloaded On: Aug. 23, 2025 12:33am

Posted Aug. 22, 2025, set to expire Nov. 15, 2025

<b>Job Title</b>	Administrative Assistant
<b>Department</b>	Academic Affairs Division Administration
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Aug. 22, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6498096">https://apptrkr.com/6498096</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Administrative Assistant

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**Recruitment Start Date** 08/21/2025

**Recruitment End Date** 09/19/2025

**Open Until Filled**

**First Consideration Date**

**Salary Range** 42

**Pay Rate** \$6,230.71 - \$8,349.75 per month / \$35.95 - \$48.17 an hour

**FLSA Status** Non-Exempt

**Benefits**

**Health & Wellness**

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

**Work-Life Balance**

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

**Financial & Retirement Benefits**

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)

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- District paid employee post-retirement medical for those who qualify

## General Description/Summary

### POSITION SUMMARY

Performs a variety of technical and complex administrative support duties for an administrator. Coordinates and performs administrative projects within a division. Coordinates work flow and support activities for the office and often for programs involving multiple organization units and grants.

### Minimum Qualifications/Education and Experience

#### MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE

- An associate degree, or the completion of at least sixty (60) college-level semester units, and four years of administrative assistant experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, six years of administrative assistant experience.

### Preferred Qualifications

- Possession of a bachelor's degree or higher, from an accredited institution.
- At least three years of experience working at an educational institution.
- At least two years of administrative experience supporting a senior executive or C-suite professional.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

### Licenses and Certificates

#### Essential Duties and Responsibilities

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and college. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.

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- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and academic calendars and cycles. Establishes and works within time lines for projects, activities, and required submissions.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.
- Provides administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes proceedings, as required. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Prepares board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Processes contract documents and sets up internal routines for monitoring performance.
- Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate, or routing calls to administrators.
- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. May makes hotel, conference, and travel reservations as directed.
- Prepares agreements and contracts for services used by and/or provided by the division. Processes contract documents for approval and distributes executed contracts.
- Performs special projects as assigned. Conducts research of libraries, business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
- Receives, handles and stores confidential information pertaining to the College or assigned division. Maintains confidentiality of private and sensitive information.
- Prepares, edits, and inputs information that supports publication of class schedules. Participates in compiling information requests on behalf of other organizational units.
- May create, verify, edit, and distribute faculty loading records. If so, monitors, records, and reviews faculty loading records with administrator for approval and compliance with work limits. Enters faculty workload information onto spreadsheet or database models used for accumulating information and decision support.
- May monitor class enrollment, recommending necessary additions or cancellations, and entering corrected data into databases. Processes forms depicting changes to master class schedules. Notify students of canceled classes.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs. Maintains approved budgets,

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transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.

- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepares requisitions and claims for reimbursement.
- Prepares periodic analytical reports such as researching and estimating revenue and expense projections for current and anticipated administrative commitments. Prepares financial reports for state and local agency requirements.
- Trains, assigns, prioritizes, and reviews work of other staff, student and temporary help.
- May maintain department/division website.
- Performs other duties as assigned that support the overall objective of the position.

### **Knowledge, Skills and Abilities**

#### **Knowledge and Skills**

- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of the policies and procedures associated with the curriculum development and maintenance process.
- Requires a working knowledge of faculty workload recording methods and requirements.
- Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases.
- Requires skill at facilitating group problem solving processes.
- Requires sufficient math skills to perform financial and statistical recordkeeping, including double-entry bookkeeping.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.

Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

#### **Abilities**

- Requires the ability to independently perform all of the duties of the position.
  - Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details.

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- Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

**Physical Abilities**

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

**Working Condition**

- Work is performed indoors where minimal safety considerations exist.

**Department** Academic Affairs Division Administration

**Job Category** Classified

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** M-F

**Work Schedule per Day** M-F 8:00 am - 5:00 pm

**Work Shift** Days

**Bargaining Unit** Classified

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic

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information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

**About Transcripts**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.



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- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

**Selection Process**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1280>

jeid-fa285d082b88408ca309d294b16a5a27

**Contact Information**

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

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