

Executive Assistant to the Vice President of Workforce  
Development  
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=262078>

Downloaded On: Sep. 4, 2025 10:38pm

Posted Sep. 4, 2025, set to expire Sep. 15, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Executive Assistant to the Vice President of Workforce Development    |
| <b>Department</b>           | District Workforce Development  |
| <b>Institution</b>          | Community Colleges of Spokane<br>Spokane, Washington                  |
| <b>Date Posted</b>          | Sep. 4, 2025  |
| <b>Application Deadline</b> | 09/15/2025  |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Administrative Support/Services                                       |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6527769">https://apptrkr.com/6527769</a> |

**Apply By Email**

**Job Description**

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**Executive Assistant to the Vice President of Workforce Development**  
**Community Colleges of Spokane**

**Location:**CCS District Office Spokane

**Department:**District Workforce Development

**Salary Range:** \$59,771 - \$67,454

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**Starting salary for this position is: \$59,771 (Annually)**

**The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.**

### **About Us**

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

**Applications will be accepted until 4:00 p.m. PST on 9/15/2025. 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 Executive Assistant to the Vice President of Workforce Development**

#### **JOB SUMMARY**

The Executive Assistant to the Vice President of Workforce Development at the Spokane Colleges manages extensive division office tasks, coordinates and supports internal and external meetings, manages applicable budgets, creates well-written memos and reports, works with leaders across the district, projects a positive image for the department, and acts with discretion and confidentiality.

#### **DUTIES AND RESPONSIBILITIES**

- Perform administrative support functions for the Vice President of Workforce Development, and direct reports to the Vice President, schedule and coordinate meetings/events, both in-person and virtually, send invites to attendees, schedule rooms, order refreshments (when appropriate), prepare meeting agendas, provide back-up materials, record minutes, and follow-up on action items as needed. \*
- Facilitate office communication via phone, email, and virtual services, screen and route inquiries, disseminate information to staff, and organize mail for the Vice President so that priority is assigned and correspondence is given proper attention using the provided software and

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technology. \*

- Compose internal and external correspondence in response to inquiries, questionnaires, and memoranda via mail, email, and other forms of correspondence. \*
- Maintain the Vice President's calendar. Establish priorities to schedule meetings and appointments and accept or reject meeting invites. \*
- Receive visitors, determine the purpose of their visit and make referrals to appropriate campus resources as necessary. Troubleshoot student concerns, resolve or refer students to the proper authority for resolution. \*
- Assist in budget planning and development, expenditure control, asset control, records management, and/or report preparation to monitor and manage multiple departmental budgets. Read and develop spreadsheets and financial reports. \*
- Process all purchase requests, reconcile purchase card (p-card) transactions, arrange travel, and prepare travel authorizations and expense reports for the Vice President and others as assigned. \*
- Develop and maintain working relationships with other executive assistants both internal and external to Spokane Colleges. \*
- Manage the onboarding of new division employees to ensure a smooth transfer of knowledge, a welcoming atmosphere, needed equipment and office space. Coordinate department meetings, gatherings, retreats and site tours and assist in hiring processes, screening committees and employee action notices (EANs). \*
- Serve as a liaison for the Vice President and administrators, faculty, staff, students and the public. Coordinate with administrators and staff on various projects. \*
- Provide back-up support to the President and Vice President of Instruction offices, as well as the Office for Institutional Planning and Effectiveness, as needed for projects or during absences/vacancies. \*
- Stay current with emerging technology used in a hybrid work environment including MS Office 365 software (Word, Excel, PowerPoint, Teams, etc.) and Zoom. \*
- 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 the Spokane Colleges strategic plan, and perform other duties as assigned. \*

*\*Indicates this is an essential duty.*

## COMPETENCIES

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- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

## MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- One or more years of experience in a support position to an administrator or executive supporting a dynamic, client-centered workplace.
- Demonstrated experience composing drafts and final responses to inquiries, letters, and questionnaires and having a solid knowledge of how to edit and proof documents with minimal errors using provided software and technology in both a virtual and in-person environment.
- Skill using discretion and maintaining confidentiality.
- Proficiency with the full Microsoft Office Suite, including the development of clear and accurate Excel spreadsheets and PowerPoint presentations.
- Experience in using a variety of software tools with a willingness to learn new tools.
- Ability to understand, track, monitor and reconcile multiple department budgets, follow purchasing guidelines and track invoices and expenses.
- Ability to balance multiple deadlines and priorities effectively.
- Ability to interact sensitively and successfully with the public, students and employees at all levels of the organization.
- Ability to prepare brief and concise reports, conduct research and analyze data.
- Ability to effectively communicate verbally and through written communication.

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## **DESIRED QUALIFICATIONS**

- Bachelor's degree or higher from an accredited institution.
- Three or more years of experience as an executive secretary, administrative assistant, or office manager.
- Experience working in a higher education.

## **PHYSICAL REQUIREMENTS**

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Work directly with students/clients.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

## **CONDITIONS OF EMPLOYMENT**

- Contract 12-month position.
- This position is overtime eligible.
- Requires local or regional travel.
- May be required to work alternate shifts.
- Criminal background check is required.

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*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**

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

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.

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- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

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](mailto: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/executive-assistant-to-the-vice-president-of-workforce-development-spokane-washington-united-states-799aef56-9aca-46c4-83fe-31d2f191ff43>

**Contact Information**

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

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**Contact**

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