

Administrative Assistant - Fine Arts and Communication
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262185>

Downloaded On: Sep. 9, 2025 9:22pm

Posted Sep. 8, 2025, set to expire Sep. 21, 2025

Job Title	Administrative Assistant - Fine Arts and Communication
Department	Fine Arts and Communication
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Sep. 8, 2025
Application Deadline	09/21/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
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Position Number: B63PD

Starting Wage/Salary: \$22.07-22.96/hr plus exceptional benefits

Close Date: 09/21/2025

Primary Purpose:

The Administrative Assistant provides a wide range of administrative support services, for the department chair, faculty members, and multiple instructional programs of the Fine Arts and Communication department. They competently apply advanced skills in organization, technology, interpersonal communication, record keeping and information retrieval, strategic planning and problem solving; provide assistance in administering the performance, display and technical aspects of the department and oversee budgets for all programs within the department.

Essential Duties and Responsibilities:

General Functions

- Coordinate, enter and proof annual and adjusted quarterly class schedules, appropriate classroom assignments, and footnotes, including off-campus and online courses, by College deadlines; assist in planning and revising schedule and staffing through analysis of relevant factors such as enrollment patterns and contracted faculty loads.
- Monitor and maintain equipment, furniture, and supplies of classrooms, offices, labs, performance spaces, workroom and gallery, including tracking and anticipating needs and preparing requests for capital, technology, furniture, and supplies needed to support effective instruction at optimal capacity.
- Serve as receptionist and primary contact for the Department, applying effective communication skills in multiple modes, as well as accurate departmental [and] College knowledge, needed to address promptly or re- direct appropriately all internal and external queries, concerns, and comments. Field and respond with accurate information to frequent requests from the public and outside media regarding musical performances and art exhibitions. Frontline duties include early and frequent monitoring of daily e-mail and voicemail messages from departmental faculty requesting that their days classes and office hours be canceled due to the onset of illness or other unanticipated reasons.
- Exercise and maintain proficiency in using current College computer-based software applications (e.g. Microsoft Office, Banner, Resource 25, Outlook, CLSS) and other technologies to perform essential departmental administrative support functions.

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- Prepare and process faculty Notices of Appointment and full-time faculty quarterly load sheets by College deadlines; completing these tasks entails tracking and maintaining accurate spreadsheets detailing faculty loads for scheduled program courses and approved non-teaching assignments, private lesson instruction, part-time faculty and full-time faculty overload pay rates, and accounts to be charged.
- Prepare and process paperwork to hire student assistants, irregular wage and work-study students. Assign tasks and coordinate these workers in cooperation with the supervising faculty members.
- Prepare and process confidential student evaluations assigned each quarter as required by annual faculty evaluation schedules and COCC instructional administrative practices. Confirm schedule of evaluation with individual instructors.
- Maintain appropriate records for the departments faculty, staff and student workers.
- Promote effective internal and external communication for departmental programs through use of email, Outlook public folders, contacts with media, printed flyers or posters and changes submitted to department Web pages.

Business Processes

- Prepare and process fiscal and/or administrative paperwork (e.g. check requests, purchase orders, independent contractor agreements, travel authorizations, time sheets and travel expense forms) for authorized dispersal of departmental funds; monitor expenditures in cost centers at regular intervals to promote responsible budget management.
- Solicit and process textbook orders for scheduled courses each quarter, track receipt and maintain records of departmental textbook orders submitted, and initiate reminders to faculty whose orders have not been submitted by COCC Bookstore deadlines.

Additional Responsibilities

- Perform other essential duties as they pertain to the objective of the position.
- Serve on college committees.

Knowledge, Skills, and Abilities:

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Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Advanced organizational skills to track, coordinate, and complete multiple tasks to support the effectiveness of a large and complex academic department.
- Achieve thorough familiarity with the details of the performance and exhibition calendars.
- Ability to initiate and perform work without supervision, anticipating the needs of the department as a whole, as well as of individual instructional staff.
- Ability to respond quickly and effectively without supervision to unanticipated work situations.
- Ability to operate all standard office equipment, use of keyboard and multi-line telephone including voice mail management for the program.
- Exercise effective interpersonal communication skills to work productively with multiple constituencies, including students, faculty, Fiscal Services, Public Safety, committees, vendors, Student and Enrollment Services, Information Technology Services, offices of the Instructional Deans and Vice -President of Academic Affairs, the support staff of other departments, and the general public.
- Apply knowledge of faculty preferences, existing resources, enrollment patterns and other significant factors in schedule development.
- Skills in maximizing limited resources when administering the departmental budget, by monitoring expenditures, prioritizing needs, and recommending cost-saving measures.
- Skills to prepare for and meet simultaneous deadlines by prioritizing tasks and requests based on urgency, managing time wisely, requesting aid and making referrals as needed. Deadlines may arise from both internal and external constituencies, including the media or outside organizations.
- Ability to manage office needs as faculty change, and initiate capital, technology, and furniture requests, as needed.
- Ability to self-regulate, collaborate and use good judgement in identifying issues and priorities.
- Ability to communicate clearly, in writing and speaking, face-to-face, via telephone, and e-mail, using the English language with or without the use of an interpreter.
- Must be able to perform essential job functions described above.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.

Minimum Requirements:

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Education

- Associates Degree or completion of equivalent college-level coursework.

Experience

- Two (2) years of comprehensive office experience, employing effective skills in organization, budgeting, interpersonal communication, and computer-based technology.

Preferred Qualifications:

- Bachelors degree.
- Knowledge of Banner and instructional support processes.
- Work experience with community colleges, school districts, or public entities.
- Experience or education in Fine or Performing Arts or Communication.

To apply, visit <https://jobs.cocc.edu/postings/11641>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Fine Arts and Communication
Central Oregon Community College

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