

Administrative Assistant - Tutoring and Testing
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=267848>

Downloaded On: Nov. 4, 2025 6:26pm

Posted Nov. 4, 2025, set to expire Nov. 21, 2025

Job Title Administrative Assistant - Tutoring and Testing
Department Tutoring and Testing
Institution Central Oregon Community College
Bend, Oregon

Date Posted Nov. 4, 2025

Application Deadline 11/23/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Administrative Assistant - Tutoring and Testing

Position Number: B90PD

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

Close Date: 11/23/2025

Primary Purpose:

The Administrative Assistant provides a wide range of administrative support services, for the department of Tutoring and Testing and to the department Director; assists department coordinators

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and proctors, including regular testing backup support; provides customer service to both students and faculty members throughout the COCC service district.

Essential Duties and Responsibilities:

General Functions:

- Serve as primary contact for the Tutoring & Testing Center, applying effective inter-communication skills in multiple modes, as well as informed departmental college knowledge, needed to address promptly or re-direct appropriately all internal and external queries, help requests, concerns, and comments.
- Cross-train in testing programs to provide regular backup support to test proctors.
- Serve as primary contact for students using tutoring services; capture sign-ins and maintain data generated from usage of the area. Be able to pull reports from departmental database.
- Schedule one-on-one tutoring appointments, maintain tutor schedules in 26 subjects, via face- to-face, online and phone interactions.
- Assist Director and Coordinators with intake of new staff for area via coordinating parking permits, email accounts, area badges and personnel files for new hires. Track on timesheets for all hourly hires.
- Schedule rooms, hand out training schedules, and track on tutors progress in areas Regular and Advanced levels of College Reading & Learning Association tutor training program.
- Work with faculty to obtain resources used by tutors for reference.
- Organize, update and maintain hand-outs for tutors.
- Assist with promotion of the area via email notices, posters and participation in student activity events. Promote use of the areas online tutoring program. Present on services area offers to visiting classes when Director is absent.

Business and Technology Processes:

- Lend, maintain and track usage of learning resource equipment and assist Director in ordering office supplies for Tutoring Center, Writing Center, Science (embedded) Tutoring, GED Testing and all other testing contracts the area supports.
- Exercise proficiency in using current College computer-based software applications (e.g. Microsoft Office, Banner, Resource 25, Outlook) and other technologies (web editors, custom

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databases, office equipment) to perform essential Tutoring & Testing Center administrative support functions.

- Maintain proficiency in updated College technologies through attending scheduled training opportunities and initiating requests for special training as required. Stay current on FERPA /mandatory reporter (Oregon statute)/ADA section 504.
- Assist Director with preparing billings for testing vendors.
- Perform other duties and projects as they pertain to the overall objective of the position.
- Serve on college committees.

Knowledge, Skills, and Abilities:

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.

- Possess organizational skills to track, coordinate, and complete multiple tasks to support the effectiveness of a large and complex academic department.
- Ability to initiate and perform work without supervision, anticipating the needs of Tutoring & Testing Center as a whole.
- Ability to use effectively Microsoft platform desktop computer and various software (e.g., Microsoft Office, Outlook, Banner, Resource 25, databases) and to operate all standard office equipment.
- Exercise effective interpersonal communication skills to work productively with multiple constituencies, including students, faculty, Fiscal Services, committees, vendors, Student and Enrollment Services, Information Technology Services, Instructional Technology Coordinator, offices of the Instructional Deans and Vice President of Academic Affairs, and support staff of other departments.
- Ability to prepare for simultaneous deadlines by prioritizing tasks based on urgency, managing time wisely, requesting aid and making referrals as needed.
- Ability to manage office needs as staffing changes, and initiate capital, technology, and furniture requests as needed.
- 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.
- Ability to work cooperatively with, and contribute to, a diverse workplace.
- Must be able to perform essential job functions described above.

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Minimum Requirements:

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:

Education:

Bachelors degree

Experience:

- Experience working in a higher education environment (community college or university)
- Experience with Banner database software
- Experience in basic web page maintenance
- Experience or education in college level tutoring and/or testing

To apply, visit <https://jobs.cocc.edu/postings/11734>

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.

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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

Tutoring and Testing
Central Oregon Community College

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