

**Administrative Assistant 2 - Spokane Community College
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=268027>

Downloaded On: Nov. 10, 2025 2:32pm

Posted Nov. 10, 2025, set to expire Nov. 18, 2025

Job Title	Administrative Assistant 2 - Spokane Community College
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Nov. 10, 2025
Application Deadline	11/18/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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**Administrative Assistant 2 - Spokane Community College
Community Colleges of Spokane**

Location:Spokane CC Main Campus Spokane

Department:District Facilities

Salary Range: \$3,665 - \$4,882

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Starting salary for this position is: \$3,665 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 11/17/2025. 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 Administrative Assistant 2 - Spokane Community College

JOB SUMMARY

Under general direction, the administrative assistant provides administrative support for the campus Director of Operations and maintenance. Responsibilities include: oversee office operations, monitor budgets, collect and analyze facility performance data, prepare reports and maintain records.

DUTIES AND RESPONSIBILITIES

- Perform general administrative duties for the Director such as: answer phones, screen inquiries, manage calendars, attend meetings and take meeting minute notes. *
- Prepare and maintain administrative reports, division correspondence and email ensuring confidential material is always secure. *
- Enter, maintain, and extract data in the computer maintenance management system pertaining to facilities work orders. *
- Oversee the coordination and tracking of staff evaluation processes. *
- Maintain department handbooks. *
 - Accident Prevention
 - Managerial Directives

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- New Employee Safety Handbook
- Oversee key management and distribution. Maintain related records. *
- Serve as administrator for Environmental Health and Safety learning management system HSI. *
 - Weekly status reports
 - Monthly personnel evaluation report
- Oversee purchase card accounts and purchase requisitions, following district policies and procedures for issuing cards and making purchases. Review and approve transactions and reconcile monthly statements. *
 - Pay Labor and Industry invoices (elevator permits, hazardous repairs/hazardous operations, Places of Assembly, compressed gas).
 - Pay SFD Service Notices (fire alarm/sprinklers, range hoods, paint booths, hydrants (dry and wet)).
 - Maintain distribution of payment vouchers for safety shoes issued for employees.
- Prepare vicinity travel reports. *
- Assist with monitoring and tracking of department assigned budget. *
- Other related duties as assigned.
- 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

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning

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- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Proficient with Microsoft office suite to include but not limited to excel, PowerPoint and outlook.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce detail-oriented work with accuracy and meet deadlines.
- Excellent keyboarding skills and ability to take meeting minutes.
- Ability to coordinate, schedule, and manage space.
- Ability to maintain a high level of confidentiality.
- Ability to understand, track, monitor and reconcile budgets.
- Excellent interpersonal skills - the ability to create an effective working environment through positive interaction, clear communication, and recognition of the value of each individual.
- Excellent verbal and written communication skills.

DESIRED QUALIFICATIONS

- Associate degree or higher in Office Administration, Business Administration, Public Administration, or related field.
- Two or more years of progressively responsible experience in office, secretarial, bookkeeping, accounting, or general administrative work.
- Knowledge of the computer maintenance management system, Directline.
- Knowledge of records management.
- Experience in a higher education setting.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Frequent repetitive hand/wrist motions and finger manipulation
- Frequent oral and auditory communication with others.

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CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week)
- 6-month probation period.
- This position is overtime eligible.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

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

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

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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 - Please provide the email addresses of up to three professional references.

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.

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040/ ccs.titleix@ccs.spokane.edu.

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/administrative-assistant-2-spokane-community-college-spokane-washington-united-states-22547765-1478-4195-a92e-a34a244f56f6>

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Contact Information

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

Contact

Staff

Community Colleges of Spokane

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