

Administrative Assistant II
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=268484>

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Posted Nov. 18, 2025, set to expire Mar. 19, 2026

Job Title Administrative Assistant II
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Nov. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://www.click2apply.net/4GJbqYcY4XjMwfLRNfZEQN>

Apply By Email

Job Description

Posting Details

Position Information

Position Title: Administrative Assistant II

Requisition Number: SCL00406

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General Description

The Administrative Assistant II position provides clerical support for the College's Keystone Yields Success (KEYS) program. This grant-funded program is designed to help Temporary Assistance for Needy Families (TANF) recipients complete a credit certificate or associate's degree in preparation for employment at family sustaining wages. Primary responsibilities include the coordination of office procedures, maintenance of student attendance records and program materials; and the preparation of program related documents, forms and memos.

This is a grant-funded position. The continuation of employment in this position is based on the continuation of grant funding.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Assist the Project Director in the development and coordination of office procedures.
- Update and maintain hardcopy and electronic files in accordance with program funding agency

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requirements.

- Monitor daily time and attendance records of currently enrolled students; inform program staff of students who are not signing in/out on a daily basis.
- Assist in reconciliation of participant weekly attendance and program sign-in sheets.
- Enter participant weekly activity and attendance information into the program database.
- Maintain and create inventory of all program materials and generate orders as needed.
- Prepare documents and funding agency reports, as needed.
- Prepare correspondence and proofread as requested by program staff.
- Participate in off-campus training sessions as needed.
- Adhere to FERPA regulations as they pertain to maintaining the security and confidentiality of all student records, as well as maintain the confidentiality of other documents on behalf of the work area and the College.
- Screen and respond to calls and inquiries; taking accurate messages and redirecting calls as necessary.
- Perform assigned duties in a manner consistent with the mission, goals and core values of the College.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner.
- Other duties as assigned.

Minimum Qualifications

- High school diploma, or its equivalent, is required.
- Minimum of three (3) years of clerical experience required.
- Demonstrated proficiency in Microsoft Word and Excel required.
- Knowledge of and previous experience working with Commonwealth Workforce Development System (CWDS) required.
- Excellent organizational skills and attention to detail is required.
- Effective oral and written communication skills required.
- Demonstrated ability to work with a team and collaborate well with others is required.
- Effective customer service skills; including a courteous and professional demeanor is required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment inclusive of students, faculty and staff of varying social economic, cultural, ideological and ethnic backgrounds required.

Preferred Qualifications

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- Associate's degree preferred.
- Previous experience working with a grant-funded program is preferred.
- Demonstrated proficiency in Microsoft Access and Publisher preferred.
- Experience using BANNER, or a similar enterprise-wide system, is preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5

Min Salary: \$24.00

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Max Salary: \$36.72

Job Posting Open Date: 11/18/2025

Type of Position: Classified

Employment Status: Full-Time

Special Instructions to Applicants

Applicant Testing Required: MS Word, MS Excel

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other

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2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
- No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have three years of clerical experience?
- Yes
 - No
5. * Do you have proficiency in Microsoft Word and Microsoft Excel?
- Yes
 - No
6. * Do you have experience working in a grant-funded program or in an educational environment?
- Yes
 - No
7. * Do you have knowledge of Commonwealth Workforce Development System (CWDS) software?
- Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

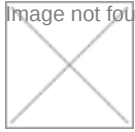
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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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