

Administrative Assistant I, Academic Services
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=268664>

Downloaded On: Dec. 2, 2025 6:25pm

Posted Dec. 2, 2025, set to expire Dec. 8, 2025

Job Title Administrative Assistant I, Academic Services
Department Academic Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Dec. 2, 2025

Application Deadline 12/08/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/6743671>

Apply By Email

Job Description

Image not found or type unknown



Administrative Assistant I, Academic Services

Salary: \$23.66 - \$29.09 Hourly

Job Type: Full-Time

Department: Academic Services

Closing: 12/8/2025 11:59 PM Pacific

Location: Joshua Tree, CA

Job Number: 20251121-AAI-AS

Administrative Assistant I, Academic Services Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=268664>

Downloaded On: Dec. 2, 2025 6:25pm

Posted Dec. 2, 2025, set to expire Dec. 8, 2025

Position Description

Under the general supervision of an Administrator/Director/Supervisor, plan, coordinate and perform a variety of complex secretarial and clerical office duties to assure timely and efficient office operations. Assist the Supervisor with administrative duties, such as research, collect, analyze and compile data and information as needed; maintain files and records related to departmental operations, programs and expenditures. Perform related duties as assigned.

Please remember to attach your resume, unofficial transcripts, and a letter of interest or your application packet may not be considered.

Duties and Responsibilities

- Assist instructors, students, staff, and the public in person or on the telephone.
- Provide information concerning departmental activities.
- Plan, organize and perform complex secretarial and clerical office duties to assure timely and efficient office operations and assist the Supervisor by coordinating the office work flow.
- Perform various secretarial duties including answering telephones and greeting visitors; provide information in person or on the telephone or refer to appropriate personnel; open, screen and route mail.
- Compose, prepare, type and distribute a variety of correspondence, memos, reports and other materials; proofread and edit materials to assure accuracy and completeness.
- Coordinate office functions to assure efficient and effective office operations.
- Implement new and improved systems and procedures as a result of new policies or directives; assist with implementation after securing approval.
- Research and prepare information as directed for dissemination through various communication means maintaining confidentiality of sensitive employee and student files and records, as well as other departmental information.
- Organize and maintain accurate and complex files and records as required to support the departmental office functions.
- Process documents specific to the departmental office according to established procedures.
- Coordinate office services and activities with the Dean's office, Payroll, Purchasing, Admissions and Records, and other offices as appropriate.
- Operate office machines including computers, photocopiers, calculators, typewriter and other office equipment as assigned.
- Schedule appointments and meetings and notify appropriate individuals of meeting times and locations; arrange for meeting facilities as needed; prepare calendars as required; attend meetings as directed and take and transcribe minutes and notes; make travel arrangements.

Administrative Assistant I, Academic Services Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=268664>

Downloaded On: Dec. 2, 2025 6:25pm

Posted Dec. 2, 2025, set to expire Dec. 8, 2025

- Assist with the administering of special programs as assigned, such as community services, registering students, receive and account for registration monies, prepare rosters and other records for a variety of courses and programs.
- Communicate with faculty regarding schedules, textbook selection, absence reporting, ordering new materials and other matters.
- Receive and process requisitions; assure accuracy of data and proper authorizations.
- Order, receive and maintain an appropriate level of office supplies and order forms and other office supplies as necessary.
- Post, monitor, adjust and balance assigned accounts.
- Prepare and review time sheets for posting and payments.
- Perform related duties as assigned.

Qualifications

Education and Experience: Any combination of education and experience equivalent to one (1) year of college coursework and two (2) years of increasingly responsible secretarial or administrative support experience with public contact.

Knowledge of: Modern office practices, procedures and equipment; telephone techniques and etiquette; record-keeping techniques; operation of office machines including computer equipment and software for word processing, spreadsheets and graphics; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; policies and objectives of assigned activities.

Ability to: Plan and perform complex secretarial and public contact work in support of a Supervisor; plan and organize work; apply and explain rules, regulations, policies and procedures; recommend improvements to departmental office procedures and methods; work confidentially with discretion; meet schedules and time lines; maintain logs, reports and records; answer telephones and greet the public courteously work independently with little direction; operate a variety of office machines including a computer and applicable software; type at 50 words net per minutes from clear copy; communicate effectively both orally and in writing; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; understand and follow oral and written instructions.

Supplemental Information

- Vision sufficient to read computer screens and handwritten and printed documents.

Administrative Assistant I, Academic Services
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=268664>

Downloaded On: Dec. 2, 2025 6:25pm

Posted Dec. 2, 2025, set to expire Dec. 8, 2025

- Bending and reaching to obtain or replace files and records.
- Must be able to sit for long periods of time.
- Speech and hearing to communicate in person or by telephone.
- Manual dexterity sufficient to use a variety of office equipment, computer keyboards and manipulate paper.
- Able to lift materials and supplies up to 15 pounds.

Required Attachments:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **December 8, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

Administrative Assistant I, Academic Services
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=268664>

Downloaded On: Dec. 2, 2025 6:25pm

Posted Dec. 2, 2025, set to expire Dec. 8, 2025

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/5144517/administrative-assistant-i-academic-services>

Contact Information

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

Contact

Academic Services
Copper Mountain College

,