

Administrative Assistant to the Associate Dean of
Connected Learning (Administrative Assistant 3)
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=269358>

Downloaded On: Dec. 15, 2025 7:00am

Posted Dec. 12, 2025, set to expire Dec. 19, 2025

Job Title	Administrative Assistant to the Associate Dean of Connected Learning (Administrative Assistant 3)
Department	Connected Learning
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Dec. 12, 2025
Application Deadline	12/19/2025
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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Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Connected Learning

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Salary Range: \$3,925 - \$5,271

Starting salary for this position is: \$3,925 (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 Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 12/18/2025. 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 to the Associate Dean of Connected Learning (Administrative Assistant 3)

JOB SUMMARY

The Administrative Assistant 3 position will perform administrative duties, provide administrative support, provide counsel to faculty and staff, and represent the Associate Dean of Connected Learning on campus committees as appropriate.

This position also provides direction on behalf of the Associate Dean to faculty, college administration, staff and students when necessary, within the parameters of collective bargaining agreements. This position specifically supports the faculty and staff within the non-instructional programs of the Division of Connected Learning and provides opportunities to collaborate with colleagues across campus in different divisions, departments, and programs.

The Division of Connected Learning at Spokane Falls Community College includes departments in Health, Fitness, and Physical Education, the Library, Academic Coaching Services, the Center for Engaged Teaching and Learning (CETL), First Year Experience (FYE), Learning and Outcomes Assessment Committee (LOAC), the copy shop, and accreditation.

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DUTIES AND RESPONSIBILITIES

- Provide direct confidential administrative support to the Associate Dean, and act as a liaison, on behalf of the Associate Dean, with senior management, faculty, staff, and district personnel. *
- Assist the Associate Dean with administrative support and coordination for instructional and non-instructional programs within the division. *
- Perform general administrative duties such as maintaining the Associate Dean's and other department calendars, answer phones and respond to inquiries; schedule and attend meetings, take meeting minute notes, and follow up on action items. *
- Coordinate travel for the Associate Dean, division faculty, and staff, e.g., arrange travel, flights, lodging, and other miscellaneous costs for travel; and ensure timely submission of travel authorizations, expense reports, and vicinity travel reports. *
- Interpret, counsel, and implement institutional policies for employees of the division, students and other college personnel. *
- Track and monitor departmental and division budget information. *
- Assist with the preparation of faculty contracts, following district policies and procedures. *
- Coordinate purchase card (p-card) transactions and purchase orders following district policies and procedures for issuing cards, making purchases, and reconciling card statements. *
- Assist with the coordination and compilation of student evaluations and tracking of faculty evaluation processes. Oversee the coordination and tracking of faculty evaluation processes for adjunct faculty. *
- Coordinate and facilitate various events and meetings for the division. *
- Prepare and maintain administrative and academic reports, communication with division (administrators, faculty, and staff), and email. *
- Coordinate facilities and maintenance requests as needed including Building Improvement Requests (BIRs), work orders, and facilities requests for buildings 2 and 7, including addressing day-to-day needs of building 7 and collaborating with supervisor and Athletics on matters specific to building 7 that overlap with the district office. *
- Coordinate employee action notices, stipend requests, personnel requisitions, marketing requests, and website maintenance for the division. *
- Assign room usage and coordinate key usage and security functions. *
- Coordinate, construct, and maintain quarterly classes in ctcLink (Student Management System) and 25Live (event management) databases. *
- May supervise classified and part-time employees and work-study students as needed.
- 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 Spokane Colleges' strategic plan, and perform other duties as assigned. *

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**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Nimble Learning
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Organizational Savvy
- Plans & Aligns
- Situational Adaptability

Learn more about our competencies.

MINIMUM QUALIFICATIONS

- A high school diploma, GED, or equivalent.
- Two or more years in an administrative support environment that demonstrates the candidate meets all competency requirements for the position.
- Knowledge of or experience using computers and software functions necessary in a modern office environment, including knowledge of Microsoft Office products (especially Word and Excel), Adobe Acrobat Pro (or similar), database systems, and virtual meeting platforms.
- Demonstrated experience carrying out multiple functions and responsibilities with differing deadlines and priorities while working independently and staying organized in a fast-paced environment.
- Proven ability to understand, track, monitor, and reconcile budgets.
- Experience in maintaining confidentiality, communicating clearly, working independently, and managing time effectively.
- Experience creating an effective working environment through positive interactions with others and a recognition of the value of each individual.

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- Demonstrated commitment to creating a welcoming and safe environment for students, faculty, and staff.

DESIRED QUALIFICATIONS

- Associate degree or higher.
- Three or more years of progressively responsible experience in an office or general administrative support work.
- Experience in a higher education environment.
- Experience using Student Management Systems (PeopleSoft, ctcLink) and event software (25Live).
- Supervisory skills and experience.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Seldom move up to 25 lbs.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- This position is overtime eligible.
- 6-month probationary period.
- May require infrequent local or regional travel.
- 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.

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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

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 - the names, addresses, and phone numbers of 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

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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-to-the-associate-dean-of-connected-learning-administrative-assistant-3-spokane-washington-united-states>

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Contact Information

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

Contact

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