

FT Administrative Secretary II - SEM
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269761>

Downloaded On: Dec. 23, 2025 4:17pm

Posted Dec. 23, 2025, set to expire Jan. 30, 2026

Job Title FT Administrative Secretary II - SEM
Department Staff
Institution Cerritos College
Norwalk, California

Date Posted Dec. 23, 2025

Application Deadline 01/30/2026

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/6816290>

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Job Description

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FT Administrative Secretary II - SEM

Salary: \$68,305.92 Annually

Job Type: Full Time

Job Number: Admin Secretary II SEM - 25

Closing: 1/30/2026 11:59 PM Pacific

Location: Norwalk, CA

Department: Admin Secretary II SEM - 25

Division: Science, Engineering, Mathematics

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on January, 30th, 2026 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Division of Science, Engineering, and Mathematics (SEM) is committed to promoting equity, providing service excellence, and ensuring student success as we guide students in investigating and understanding the world in which we live. The Division offers degree programs, certificates, and courses in a variety of disciplines across six departments-biology; chemistry; computer and information sciences; earth sciences; mathematics; and physics, astronomy, and engineering. The Division's rigorous programs of study prepare students to seamlessly transfer into a four-year course of study or to successfully start a career in the workforce. Programs and courses are offered in a variety of formats, including traditional on-campus, hybrid, and fully online sections. In addition to courses at our main campus in Norwalk, we offer classes at multiple educational sites in the area. The SEM Division provides effective, experiential learning environments in the sciences, engineering, and mathematics at the highest standards by using the latest technology in our state-of-the-art laboratories and learning spaces.

The Division Office team manages payroll, class schedules. instructor office hours, key requests,

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financial requisitions, reports, and room reservations to meet the needs of the students, staff, faculty and dean.

Summary

Performs a variety of technical, secretarial, and administrative support duties for Dean, comparable administrator of a function with multiple sub-functions, or College-wide service with substantial secretarial needs. Coordinates and performs administrative projects within an instructional division. Coordinates work flow and support activities for the office and related functions.

Distinguishing Career Features

The Administrative Secretary II typically reports to a Dean or comparable function, and requires the ability to perform workload computations for faculty assignments, to assist with curriculum processes, and to schedule and sequence the required reports and other time sensitive activities.

Job Duties

Essential Duties and Responsibilities

- Performs administrative support involving applications of a working understanding of the functions and procedures of the division, with a basic understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and college. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
- Organizes work by researching and setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or timelines for projects, activities, and required submissions. Coordinates and performs administrative support for projects and events, integrating them with ongoing work routines.
- Provides administrative support to special processes including, but not limited to, committees, advisory boards, and special subject group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and prepares meeting recollections. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.
- Maintains committee records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Receives, handles, and stores private information pertaining to the College or assigned division.

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Maintains confidentiality of private and sensitive information.

- Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times. Makes hotel, conference, and travel reservations.
- Prepares agreements and contracts for services used by and/or provided by the division. Processes and distributes contract documents for approval.
- Prepares from text, types, and checks course outlines, curriculum proposals, class schedules and teaching assignments.
- Creates, verifies, edits, and distributes faculty load records. Monitors, records, and reviews adjunct faculty load records with administrator for approval and compliance with work limits.
- Enters faculty workload information onto spreadsheet or database models used for accumulating information and decision support. Verifies and calculates faculty overload and forwards information to payroll. Arranges for substitute coverage for classes and/or prepares announcements for cancellation.
- Schedules and types/keyboards faculty member and other staff performance evaluations including peer-level evaluations.
- Records, verifies, codes, and processes faculty, staff, and student or temporary employee timesheets, including information for stipends and other compensable elements.
- May assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Oversees and may reconcile expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, working with accounting staff to assure compliance with college processes and regulations.
- May train and oversee the work of hourly staff members or student assistants.
- May update and modify division's web pages as approved by the Dean/Director.
- Oversees and may prepare requisitions and claims for reimbursement. Resolves purchase orders and contractual matters with vendors and other service providers.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires knowledge equivalent to an Associate Degree and two years of progressive

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administrative assistant/secretarial experience. Alternatively, may require one year of post-secondary education in a business profession and four years of experience. Additional administrative assistant/secretarial experience may substitute for some higher education.

Preferred Qualifications

- Bachelor's Degree
- 4 years of office experience, preferably in an academic environment.
- High level of accuracy in verifying instructor payroll, building course sections, and reviewing student records.
- Experience coordinating departmental and grant-related financial transactions.
- Advanced skill set across a diverse range of office software, database management systems, and productivity tools.
- Strong communication and interpersonal skills for collaborating within a diverse educational team.

Supplemental Information

Knowledge and Skills

The position requires in-depth knowledge of office practices, procedures and equipment, including the design and organization of filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of computerbased software programs that support this level of work, including, but not limited to, word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry onto custom databases. Requires basic skill at facilitating small group problem-solving processes. Requires sufficient math skills to perform financial, numeric, and other record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skills to work cooperatively with diverse teams, convey technical information, solve problems, and exercise sensitivity when dealing with internal and external customers, and convey technical concepts.

Abilities

Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Requires the ability to learn, interpret, explain and apply knowledge of College and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details. Requires the ability to learn and apply techniques for curriculum development processes and recording and monitoring faculty workload information and processing payroll transactions. Requires the ability to prepare spreadsheets, graphs and charts. Requires the ability to learn and enter, import, and export

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data to and from databases and college information systems within a reasonable time frame. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the college. Requires the ability to maintain productive and cooperative working relationships with others.

Physical Abilities

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 34 on District Classified Salary Schedule (\$5,692.16 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

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Conditions of Employment

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday - Friday, with a preference for a 9/80 schedule over two weeks.

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

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1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Transcripts (OR High School Diploma if applicable)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5172864/ft-administrative-secretary-ii-sem>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
Cerritos College

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