

**Administrative Assistant V (Facilities)
College of the Canyons**

Direct Link: <http://www.AcademicKeys.com/r?job=95360>

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Job Title	Administrative Assistant V (Facilities)
Department	Facilities
Institution	College of the Canyons Santa Clarita, California
Date Posted	Jul. 31, 2017
Application Deadline	Sep. 1, 2017
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Facilities/Maintenance/Transportation
Apply Online Here	http://50.73.55.13/counter.php?id=105455
Apply By Email	
Job Description	

Innovative. Collaborative. Entrepreneurial. These characteristics define not only College of the Canyons, but the faculty, staff, and administrators who make this college one of the most unique among California's 113 community colleges.

College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

The college has served the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County since 1969. Visionary leadership combined with a steady infusion of new residents and businesses create a spirit of possibilities that inspires the

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college to be flexible, creative, and attuned to the evolving needs of the community.

Administrative Assistant V

(Facilities)

A Classified Confidential Position

CLA17-245?Review Date: September 1, 2017

Position Description:

Under the direction of the Assistant Superintendent/VP, Facilities Planning, Operations and Construction, performs a wide variety of complex, specialized and responsible secretarial, clerical and administrative functions, many of which are of a privileged or sensitive nature, to relieve supervisor of administrative and clerical detail. Supports the Assistant Superintendent/VP's role in collective bargaining issues. Performs other related duties as assigned.

Minimum Requirements:

Experience: Minimum five (5) years of full-time equivalent work experience as general office support in a position such as administrative assistant, executive assistant, office manager, office coordinator, etc. including one (1) year of recent experience providing administrative support to a top management position (within the last five years).

Education: Education equivalent to an Associate's degree (60 semester units) is required. Two additional years of related experience in addition to that identified above may be substituted for one year (30 units) of the education requirement. ?

DESIRABLE QUALIFICATIONS

- Experience in construction administration and office leadership
- Experience in customer service/working with the public
- Extensive use of computer applications: Microsoft Office Suite software (Access, Word, Excel, Outlook, and PowerPoint) and administrative software (Datatel, Banner, PeopleSoft, etc.)
- Experience preparing and monitoring budgets

Please copy and paste below link to browser for further details and complete job announcement:

<http://50.73.55.13/counter.php?id=105455>

Application Process: Application materials must be submitted by the end of the day in the Human Resources Offices on September 1, 2017. Applicants are encouraged to complete their application online. Please visit our website at <http://www.canyons.edu/Offices/HumanResources>.



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If you require assistance, please call the Human Resources Office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 weeks following the review date as to the status of their application.

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities who need accommodation in order to complete the selection process should contact the Human Resources office directly at (661) 362-3427.

EEO/AA Policy

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Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.