

Office Assistant
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229072>

Downloaded On: May. 11, 2024 9:36am

Posted Jan. 18, 2024, set to expire May 31, 2024

Job Title Office Assistant
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Jan. 18, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/4944112>

Apply By Email

Job Description

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Office Assistant

HR EMPLOYMENT/CAREERS

Closing Date: 02/07/24**

**Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

Salary Grade: C2-37

Starting Salary:

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\$26.10 (per hour)

Full Salary Range: \$26.10 (per hour) - \$34.70 (per hour)

The Foothill-De Anza Community College District is currently accepting applications for the hourly (45%) classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

ABOUT THE DISTRICT

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

Foothill College Mission Statement:

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and

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equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

Job Summary

Under general supervision, provides a variety of administrative support to the Finance and Business Services team, provide routine information and assistance; provide information concerning policies and procedures of the Business and Finance office according to established guidelines.

Summary of Duties

1. Assist with data input and maintaining automated records; generating computerized lists and reports as requested and maintain confidentiality for the campus bookstore.
2. Communicate with staff, students and faculty and outside agencies to exchange information and resolve issues or concerns; read and respond to emails as appropriate.
3. Monitor inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office and food supplies.
4. Sort and receive mail, prepare and distribute informational packets and bulk mailings as directed). Assist in Printshop if needed.
5. Compiles data from a variety of sources for the purpose of supporting the administrative requirements.
6. Coordinates a variety of activities for the purpose of ensuring availability of facilities (i.e, checking facilities availability, opening and closing the facilities during evening hours).
7. Monitors facilities rental activities during off peak hours, includes open and closing doors.
8. Perform other duties as assigned.

DEFINITION

Under general supervision, provides a variety of office support for an assigned program, department, or division, which may include word processing, data entry and organization, telephone and counter reception, document processing, mail processing, record keeping, and filing; provides information and

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assistance to students, faculty, staff, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a first working-level class responsible for providing clerical support to an assigned program, department, or division. Incumbents learn the policies, procedures, and methods of the assigned program, department, or division and perform office support duties, including document preparation, record keeping, compiling and organizing information from various sources, screening phone calls and visitors, processing incoming and outgoing mail, and directing questions to the appropriate staff. As experience is gained, assignments become more varied and are performed with greater independence. Work usually fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise. Eventually, positions will attain a level of experience to receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Assistant I in that the latter performs more advanced customer service, administrative, and office support duties requiring additional training and/or experience and a deeper understanding of programmatic, departmental, or division-specific rules, regulations, policies, and procedures.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Performs a variety of clerical duties in support of program, departmental, or divisional operations, including word processing, data entry and organization, telephone and counter reception, mail processing, record keeping, preparing records, filing, and maintaining office and related supplies.
2. Receives and screens calls and visitors; assists students, faculty, staff, and the public and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in applying policies and procedures in response to inquiries and complaints from students, faculty, staff, and the public.
3. Oversees day-to-day operations of mailroom by receiving, logging in, labelling, sorting, and distributing incoming mail; prepares outgoing mail; ensures mailroom and work areas are maintained in a clean and orderly condition.

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4. Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
5. Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
6. Formats and proofreads materials for accuracy, completeness, and compliance with established policies and procedures.
7. Maintains and updates departmental record systems; retrieves information from computer systems and databases as required.
8. Gathers, assembles, updates, and distributes program, department, division, or District specific information, forms, records, and data as requested.
9. Monitors office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials.
10. Performs various accounting support tasks, including but not limited to calculating monies due, collecting and receipting monies, processing reimbursements, preparing monthly journal entries for charge-backs, preparing bank deposits, completing check requests, and processing invoices.
11. Performs other clerical support work as required, which may include but is not limited to maintaining program, department, or division websites, scanning/imaging/indexing documents, scheduling appointments, typing correspondences and materials, etc.
12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.

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2. Record keeping and filing systems and methods.
3. Basic business arithmetic and bookkeeping.
4. Methods of preparing and processing various records, reports, forms and other documents specific to assigned program, department, or division.
5. English usage, grammar, spelling, vocabulary, and punctuation.
6. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Learn the operations, services, policies, procedures and processes of the program, department, or division to which the position is assigned.
3. Perform detailed clerical work accurately.
4. Understand and follow oral and written instructions.
5. Maintain accurate records and files.
6. Maintain confidentiality as required.
7. Produce materials accurately using software at speeds necessary for successful job performance.
8. Learn, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
9. Perform basic arithmetic computations accurately.
10. Organize work, meet critical deadlines, and follow-up on assignments.

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11. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to completion of the twelfth (12th) grade **AND** one (1) year of general clerical or office support experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

For some assignments, must possess strength, stamina, and mobility to perform light physical work,

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stand for extended periods of time, and/or must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

Position: Hourly (45%), no more than 18 hours per week, Permanent, 12-months per year

Special Note about this position: The standard work schedule is Monday to Friday. However, in case of weekend rentals or additional coverage needs (e.g., when the full-time employee is absent or during multiple events), the person may be required to work on Saturday and Sunday. In such instances, the

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weekday hours will be adjusted to ensure a total of 18 hours of work for the week.

Starting date: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1499?c=fhda>

Contact Information

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

Contact

Staff

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