

Administrative Assistant (SHORT-TERM, TEMPORARY)
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=230243>

Downloaded On: May. 8, 2024 6:53pm

Posted Feb. 6, 2024, set to expire Jun. 5, 2024

Job Title	Administrative Assistant (SHORT-TERM, TEMPORARY)
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Feb. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/4996418
Apply By Email	
Job Description	

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Administrative Assistant (SHORT-TERM, TEMPORARY)

West Valley-Mission Community College District

Closing Date:

Definition:

SHORT-TERM, TEMPORARY STAFF POOL

Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise

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specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

POSITION DEFINITION To perform responsible and confidential administrative and secretarial duties for a Director or Dean; to represent the assigned Director or Dean's office with district staff and the public; and to provide administrative and technical support to assigned projects and programs.

Assignment:

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

Salary and Benefits:

\$38.05 (hourly)

Due to the temporary nature of this position, benefits are not included.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of responsible office administrative support experience, preferably in an educational environment, or two years of experience similar to an Office Coordinator with the West Valley-Mission Community College District; AND
- Equivalent to the completion of the twelfth grade, supplemented with college level courses in business or accounting.

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Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible, and confidential administrative and secretarial duties for an assigned Director or Dean; research and analyze routine administrative projects; prepare first draft reports on administrative matters.
- Establish and coordinate office activities and schedules; establish methods for office operations; implement office policies and procedures; develop and recommend office procedures and systems; ensure smooth office operations.
- Participate and assist in the development and administration of an assigned budget; prepare budget reports; compile annual budget requests; track, monitor and control expenditures; coordinate related budgets; assure expenditures from categorical funds comply with applicable regulations.
- Research, compile, and analyze background data; perform routine and special administrative activities and projects; prepare independent draft reports and documentation; maintain records and files regarding administrative activities; prepare agendas for a variety of meetings, committees, and groups.
- Coordinate and implement assigned program activities of an operational area of assignment; prepare status reports and documents related to program activities.
- Review, verify, and process documents related to administrative and program activities such as invoices, contracts, grants, certificates, claims, legislation and other specialized documents; verify eligibility requirements and coordinate with outside agencies.
- Provide follow up to assignments given to management and/or operations staff by an assigned Director or Dean; provide status reports to an assigned Director or Dean; assist in coordinating, preparing, and producing staff reports.
- Facilitate communications between assigned supervisor, other administrators, students, academic staff, and other offices, educational institutions or public agencies.
- Order and purchase supplies for administrative operations; perform accounting functions related to ordering supplies, equipment, and services; make budget transfers as appropriate.
- Maintain time card and payroll records; maintain administrative files and records for personnel including employee evaluations and disciplinary actions.
- Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
- Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

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Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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