

**Administrative Secretary-Grants (Contract Education)
Butte-Glenn Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=231337>

Downloaded On: May. 9, 2024 10:04am

Posted Feb. 23, 2024, set to expire Jun. 24, 2024

Job Title Administrative Secretary-Grants (Contract Education)

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Feb. 23, 2024

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Fiscal Services

Field(s)

Administrative Support/Services

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4384893/administrative-secretary-grants-contract-education>

Apply By Email

Job Description

POSITION HIGHLIGHTS:

The Administrative Secretary-Grants position is responsible for scheduling, analytical, procedural, and clerical duties. This position supports employer training, contracting and budgets for Butte College's The Training Place and the Good Jobs Challenge Resiliency in Forestry Careers grant. This position professionally communicates with private and public employers to register individuals for training, survey needs, track material inventory, track attendance, and prepare grant performance reports. The candidate will work with registration systems, local event calendars, financial database systems,

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government systems, and advanced Excel analytical functions. The work location of this position is the Skyway Center in Chico, CA and the work schedule is Monday through Friday 8:00 a.m. to 5:00 p.m.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Contact Information

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

Contact

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