

Administrative Assistant V
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=234952>

Downloaded On: May. 18, 2024 4:38am

Posted Apr. 22, 2024, set to expire May 19, 2024

Job Title Administrative Assistant V
Department Business & Technology Services
Institution San Diego Community College District
San Diego, California

Date Posted Apr. 22, 2024

Application Deadline 05/19/2024
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/5194878>

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Job Description

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Administrative Assistant V
San Diego Community College District

Closing Date: 5/19/2024

Position Number: 008390

Location: District

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 05/19/2024 Open Until Filled No Classification Title Administrative Assistant V Working Title Administrative Assistant V Recruitment Limits Location District Pay Information Range 22 (\$5,543.90-\$6,603.50) per month based on the 2024 Classified salary schedule. New employees will begin on Step G (\$5,543.90). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 months Position Number: 008390 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 22 Department Business & Technology Services The Position Applications are currently being accepted for Administrative Assistant V in the Finance and Business Service, located at the District Office. Hours are Monday through Friday from 8:00 am - 5:00 pm. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications

- Experience performing difficult and complex administrative support and clerical work.
- Ability to analyze and resolve difficult and sensitive situations.
- Assemble diverse data and prepare reports.
- Clear verbal and written communication skills.
- Compose difficult correspondence independently.
- Meet schedules and time lines.
- Facilitate effective research and collect necessary data for an assignment
- Ability to establish and maintain effective working relationships with others.
- An ability to adjust to sudden changes while ensuring that workflow is not disrupted.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.

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- Exercise independent judgement in assigned areas of responsibility.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (**NACES**) or Academic Credentials Evaluation Institute, INC. (**ACEI**). A copy of the evaluation must be submitted with your on-line application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. **Special Instructions to Applicants:** The Finance and Business Services Division is piloting anonymous screening format as a means to minimize implicit bias in the screening of applications. The anonymous screening format of applications refers to the process of reviewing applications without revealing the personal information of the applicants, such as their name, gender, or other potentially biased details. This approach aims to eliminate unconscious biases, promoting fair and objective evaluation based solely on the experience of the applicants. By anonymizing applications, screening committees create a more inclusive and diverse hiring process.

To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Minimum of three (3) references listed within the online application.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.

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- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments)

- Committee Orientation the week of 5/6
- Position Posting date 4/22
- Position Closing date 5/19 (midnight)
- Screening commencing 5/22
- Tally meeting 5/29 or 5/30
- First Level Interviews 6/13 or 6/14
- Second Level Interviews 6/18 or 6/20 or 6/21
- Start date 7/8 (7/1 if no second level interview)

Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number

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Major Responsibilities:

Qualifications:

Desired Qualifications:

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- Exercise independent judgement in assigned areas of responsibility.

Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation,

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and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

Business & Technology Services
San Diego Community College District

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