

Administrative Assistant IV
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=235270>

Downloaded On: May. 19, 2024 5:36pm

Posted Apr. 26, 2024, set to expire May 20, 2024

Job Title Administrative Assistant IV
Department Development and Entrepreneurship
Institution San Diego Community College District
San Diego, California

Date Posted Apr. 26, 2024

Application Deadline 05/27/2024
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/5213601>

Apply By Email

Job Description

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Administrative Assistant IV

San Diego Community College District

Closing Date: 5/27/2024

Position Number: 00120521

Location: San Diego City College

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 05/27/2024 Open Until Filled No Classification Title Administrative Assistant IV Working Title Recruitment Limits Location San Diego City College Pay Information Range 21 (\$5,387.63-6,417.36) per month based on the 2024 Classified salary schedule. New employees will begin on Step G (\$5,387.63). 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: 00120521 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 21 Department Development and Entrepreneurship The Position Applications are currently being accepted for an Administrative Assistant IV to serve in the Office of Development and Entrepreneurship, located at San Diego City College. Hours are Monday - Friday, 8:00 A.M. - 5:00 P.M. 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 Knowledge:

- Applicable sections of California Education Code and State regulations.
- Basic principles of employee training and work direction.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, diplomacy, and courtesy.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Record-keeping techniques.

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- Technical aspects of program's department operations.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Compose correspondence and other documents independently.
- Establish and maintain effective working relationships with others.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Learn to apply rules, policies, and procedures of the specific office or program to which assigned.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Perform responsible and complex administrative support and clerical work with speed and accuracy.
- Plan and organize work.
- Provide input into the evaluation process as requested.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Type/keyboard at 60 words per minute.
- Understand and follow oral and written directions.
- Use computer applications, including word processing, spreadsheets, and databases.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience: Any combination of training and experience equivalent to: graduation from high school and three years of increasingly responsible administrative support and clerical experience. One year of experience in an educational setting is desirable 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

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to Applicants: 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. Fully completed online application;
2. Cover letter;
3. Resume; AND,
4. 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.
- 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) 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); Including Foreign Degree Evaluation, if applicable.
- 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

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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 CL01649

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

- Applicable sections of California Education Code and State regulations.
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- Technical aspects of programs department operations.

Skills and Abilities:

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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, 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

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