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

Job Title	Administrative Specialist (SHORT-TERM, TEMPORARY)
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jan. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description	

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West Valley-Mission Community College District

Closing Date:

Definition:
SHORT-TERM, TEMPORARY STAFF POOL

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This recruitment is being conducted to fill temporary assignments for the upcoming semester that can begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise 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 specialized program and/or administrative related duties in assistance to an assigned operational function; to research, collect and analyze data and prepare draft reports; to perform administrative and technical work of assigned program area; and to provide specialized and/or technical assistance to management.

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:

$43.42 (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 increasingly responsible technical level program experience.
- Equivalent to an Associates degree from an accredited college with major coursework in business, education, general education or a related field.

Examples of Duties and Responsibilities:

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

- Develop, coordinate and implement program activities in area of assignment related to operational activities; prepare budgets, documents and/or brochures related to program activities.
- Review, verify and input data and documents related to operational and/or program activities such as budgets, contracts, grants, loadsheets, claims, bonds, legislation, schedules, rentals, personnel actions and/or other related information.
- Respond to requests for documentation and information related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers; may perform outreach and marketing duties related to assigned program area.
- Perform administrative and technical duties related to area of assignment including interpreting, analyzing and determining compliance or acceptance of information and materials; prepare reports and/or graphics to document results of duties performed.
- Provide front line support and information to students relative to area of assignment, as needed.
- Assist professional staff in performing and conducting studies, special projects, and administrative and technical functions; perform data collection and analysis; prepare draft reports, graphics and technical documents.
- Troubleshoot a variety of software systems relevant to area of assignment; respond to user questions and problems with relevant systems and equipment; input, assign and track work orders for repair and maintenance of systems and equipment.
- Participate in the development and implementation of software packages and upgrades; monitor systems for accurate and effective performance; coordinate with district information technology staff to resolve issues as needed.
- Perform basic graphic design and/or plan drawing work in the production of flyers, brochures, maps, cards and other program-related publications using related software applications.
- Perform related duties as assigned.

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

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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