

TEMPORARY Instructional Administrative Assistant
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239112>

Downloaded On: Jul. 8, 2024 6:22pm

Posted Jul. 8, 2024, set to expire Jul. 22, 2024

Job Title	TEMPORARY Instructional Administrative Assistant
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Jul. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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TEMPORARY Instructional Administrative Assistant

Salary: \$28.44 - \$34.98 Hourly

Location: Madera Community College, CA

Job Type: Temporary

Division: MCC Liberal Arts & Social Sciences

Job Number: 202400093-T

Closing:

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General Purpose

Under general supervision, performs advanced administrative support to an instructional Dean; inputs, maintains, tracks and edits department class schedules and faculty loads; creates and maintains documents, reports, records and files required for work processes; performs research and complex scheduling and calendaring; facilitates course and faculty evaluation processes; staffs committees, takes and posts agendas and minutes; coordinates event logistics; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical and administrative support to an instructional Dean; using standard office software, composes and/or types memoranda, correspondence, reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a highly technical and sensitive nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports and documents for signature are accurate and complete.
- Screens and responds independently to phone calls, correspondence and email inquiries regarding a variety of department matters; acts as liaison in coordinating calendars and matters between the Dean's office and other departments, divisions, educational and industry partners and vendors; represents the department in important interactions with department constituencies over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment; researches requests or complaints and refers matters to appropriate staff and/or takes or recommends action to resolve issues.
- Generates, aggregates and analyzes, for dean and department chair review, a variety of class schedule reports for the upcoming academic year and instructional periods using specialized class scheduling software; integrates multiple factors which may include expected enrollments, classroom times and space, availability of full- and part-time faculty within budgets, lecture/lab requirements, availability of prerequisites and other course configuration variables to draft schedules for Dean and department Chair review; receives and verifies scheduling information from the Dean and incorporates appropriate changes; ensures accuracy of schedules, adequate enrollments, instructor workload and payroll data.
- Calculates full and adjunct faculty load and office hours and obtains signatures for load contracts; prepares, reconciles and maintains the department faculty payroll, including auditing time logs,

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calculating sick leave and monitoring faculty and adjunct faculty hours for compliance with contracts and overload rules; computes and categorizes pay according to departmental/program billing accounts; ensures accurate usage of funding codes and calculates departmental/program billing.

- Coordinates administrative processes for staff and faculty hiring including submitting academic requisitions, assisting the selection committee with materials and scheduling and preparing hiring paperwork; prepares and maintains confidential personnel records and files; coordinates paperwork and tracking of sabbatical and other paid leaves.
- Coordinates the faculty evaluation process for tenured and adjunct faculty following established processes and procedures; creates and maintains sensitive tracking spreadsheets and personnel files; creates lists and notifies faculty to be evaluated; coordinates committee meetings, timelines, observations and documentation distribution and collection; coordinates the distribution and collection of student surveys; routes evaluations for signature.
- Organizes, maintains and updates confidential, specialized and technical files, documents and records including department personnel records; creates and maintains electronic and physical filing systems.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders in accordance with District policies and procedures; assists in ordering textbooks, equipment and materials; reviews travel and conference expense forms; calculates budget usage and fund percentages; prepares budget variance reports and spending forecasts for management review; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.
- Maintains and coordinates the Dean's and a variety of departmental calendars; makes meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; may serve as recording secretary to a committee; prepares and distributes follow-up letters and documentation; assists with setup and cleanup for special events; contacts vendors for food orders, supplies and audio-visual equipment; handles other meeting logistics.
- Provides administrative, logistical and technical support to faculty; independently performs research for faculty on specific student/department issues and programs and resolves routine issues; assists with ordering textbooks, equipment and materials.
- May provide day-to-day lead work guidance and direction to other staff and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates

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in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- May receive, issue receipts for and prepare deposits of payments associated with division programs and services such as auto shop repair payments.
- Provides backup for other departments or division office administrative support staff.
- Interacts with other Colleges, departments and with state and federal programs on behalf of the department/program or a student.
- May assist with priority registration of students such as cohorts of students from a variety of instructional modes.
- Orders and replenishes an inventory of office materials and supplies.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment including computers and applicable software programs.
- General principles, practices and techniques used in customer service, public relations and community outreach.
- Department services, program goals, objectives, policies, procedures and practices.
- Rules, policies, procedures and operating practices applicable to class scheduling, calculating faculty loads and contracts, facilities scheduling and related functions.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- District payroll and general accounting system operations, practices and procedures.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- College and District organization, rules, policies and procedures applicable to departmental and division operations.
- District policies, procedures and rules regarding budgeting, purchasing and travel/training and

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expense reporting.

- Applicable sections of the California Education Code and other applicable laws.
- Safety policies and safe work practices applicable to the assignment.
- Basic principles and practices of employee work guidance and direction.
- Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

When Assigned to Allied Health:

- HIPAA regulations as they pertain to client information and medical records.

Skills and Abilities to:

- Assign and review the work of assigned staff.
- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Compile and maintain accurate class schedules and room charts for an academic department, utilizing and integrating information provided by deans, faculty and others.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Type accurately at a speed necessary to meet the requirements of the position.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Perform mathematical, load and lecture hour equivalent calculations; assist in monitoring departmental budgets.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Maintain confidentiality of District and student files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.

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- Represent the District effectively in dealing with students, college and elected officials and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential staff, faculty and/or student issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and at least four years of progressively responsible clerical support experience, at least one year of which was in an instructional support setting in a university or college; or an equivalent combination of training and experience.

An associate's degree is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with constant interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work, some of whom may be upset, angry and confrontational.



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WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4471034/temporary-instructional-administrative-assistant>

Contact Information

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

Contact

N/A

State Center Community College District

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