

Management Assistant, Office of Student Services
West Valley-Mission Community College District

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Posted Sep. 30, 2024, set to expire Oct. 27, 2024

Job Title	Management Assistant, Office of Student Services
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Sep. 30, 2024
Application Deadline	10/27/2024
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Student Affairs
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Job Description	

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Management Assistant, Office of Student Services

Closing Date: 10/27/2024

Definition:

Mission College is seeking a talented individual to fill the position of Management Assistant to the Vice President of Student Services.

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-

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paced and innovative environment. Recognized as both a Hispanic Serving Institution and an Asian American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

The purpose of this position is to perform responsible and confidential administrative and secretarial duties for the Vice President of Student Services; to represent the Vice Presidents office with district staff and the public; and to provide administrative and technical support to assigned projects and programs.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of January 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: Office of the Vice President of Student Services, Mission College, Santa Clara

Salary and Benefits:

Anticipated Hiring Range:

\$8,325.08 -\$9,103.67 monthly (WVMCEA Salary Schedule, Range 69, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.

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- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

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:

Education: Equivalent to an Associates degree from an accredited college with major coursework in general education, business or a related field.

Experience: Two years of responsible management level administrative support experience, preferably in an educational environment, or two years of experience similar to an Administrative Assistant with the West Valley-Mission Community College District.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Examples of Duties and Responsibilities:

Examples of essential duties:

- Perform a wide variety of complex, responsible and confidential administrative and secretarial duties for an assigned Executive Director, Chief, or Vice President; research and analyze routine administrative projects for the executive; prepare first draft reports on administrative matters.
- Establish and coordinate office activities and schedules; establish methods for office operations; implement office policies and procedures; develop and recommend office procedures and

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systems; ensure smooth office operations.

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate and assist in the development and administration of an assigned budget; prepare budget reports; compile annual budget requests; monitor and control expenditures.
- Research, compile, and analyze background data; perform routine and special administrative activities and projects; prepare independent draft reports and documentation; maintain records and files regarding administrative activities; prepare agendas for a variety of meetings, committees, and groups.
- Provide follow up to assignments given to management and/or operations staff by an assigned Executive Director, Chief, or Vice President; provide status reports to an assigned Executive Director, Chief, or Vice President; assist in coordinating, preparing, and producing staff reports.
- Coordinate and implement assigned program activities of an operational area of assignment; prepare status reports and documents related to program activities.
- Review, verify, and process documents related to administrative and program activities such as invoices, contracts, grants, claims, legislation and other specialized documents.
- May maintain timesheet and payroll records; maintain administrative files and records for personnel including employee evaluations and disciplinary actions, contracts and stipends.
- May provide technical and functional oversight of assigned clerical staff; plan, prioritize, assign and review the work of staff involved in providing administrative support.
- Respond to letters and general correspondence not requiring the attention of management staff.
- Provide administrative support for assigned task forces, committees, commissions and boards; review and summarize miscellaneous reports and documents; take meeting notes or minutes; may schedule rooms for meetings and events; prepare background documents as necessary.
- Interpret and explain district and division or campus policies, rules and regulations in response to inquiries; refer inquiries as appropriate; assist in developing division or campus policies and procedures in order to meet division or campus objectives.
- Receive and distribute incoming mail and email; review and evaluate mail and email to identify those items requiring priority attention; receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.
- Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
- May order and purchase supplies for administrative operations; perform accounting functions related to ordering supplies, equipment, and services; make budget transfers as appropriate.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.

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- Be an integral team player, which involves flexibility, cooperation and communication. Perform related duties as assigned

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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