

FT Administrative Assistant (Confidential)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=247330>

Downloaded On: Oct. 19, 2024 1:19pm

Posted Oct. 18, 2024, set to expire Oct. 29, 2024

Job Title	FT Administrative Assistant (Confidential)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Oct. 18, 2024
Application Deadline	10/29/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5734856

Apply By Email

Job Description

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FT Administrative Assistant (Confidential)

Salary: \$88,332.00 - \$116,484.00 Annually

Job Type: Full Time

Job Number: HRAdmin-Assistant-24

Closing: 10/29/2024 4:35 PM Pacific

Location: Norwalk, CA

Department: HRAdmin-Assistant-24

Division: Human Resources

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on **October 29, 2024 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).**

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Human Resources Department strives to provide quality customer service to the District's constituent groups by recruiting qualified individuals, retaining valuable employees, administering benefits, mitigating risk, providing a safe work environment, and issuing policies and procedures that promote equity, diversity, and inclusion (EDI). These services are achieved through team-work in a collaborative, respectful, and innovative environment.

The Human Resources Department is composed of five HR Technicians, three HR Clerks, one Staff Development Assistant, one Administrative Assistant, one temporary staff member, one HR Analyst, one Title IX Coordinator, two Directors, and the Vice President of HR. We are looking for demonstrated ability to coordinate and perform difficult and confidential administrative support in Board, business, legal, and education matters, and coordinates projects and workflow involving other organizational units.

Summary

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Performs technical and complex administrative support duties for a senior-level administrator with District wide responsibilities. Involved in researching and/or generating documents, reports or information used in collective bargaining negotiations. Coordinates workflow and support activities for the office, often involving multiple organizational units.

Distinguishing Career Features

The Administrative Assistant provides administrative support to a senior administrator. This position requires a demonstrated ability to coordinate and perform difficult and confidential administrative support in Board, business, legal, and education matters, and coordinates projects and workflow involving other organizational units.

Job Duties

Essential Duties and Responsibilities

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the District and/or area.
- Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information, or routing calls to appropriate resources.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the District. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.
- Resolves inquiries, questions, and conflicts not requiring an administrator's attention. Refers issues requiring an administrator as necessary.
- Coordinates the administrative aspects of projects and events that frequently involve multiple organizational units. Integrates projects into existing work routines and assigns tasks to other staff as necessary.
- Provides administrative support to special processes such as, but not limited to, cross functional committees, logistics for events, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Provides agenda items and back-up to the Executive Assistant to the President for Board of Trustees proceedings.
- Takes notes and transcribes minutes or summaries for a variety of senior management meetings, committees, or projects. Types (keyboards) a variety of materials such as letters, memoranda, reports and statistical data, and completes forms on routine area matters. Composes original correspondence independently from rough drafts or verbal instructions.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants,

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- confirming dates and times. Makes conference and travel arrangements.
- Prepares agreements and contracts for services. Processes contract documents for approval and distributes executed contracts. Monitors agreements and contracts for services.
 - Performs special projects as assigned. Conducts research of business transactions, official proceedings, employee and student records, industry statistics, industry trends, and any other related materials to compile reports for administration or to regulatory or governing agencies.
 - Receives, handles, and stores confidential, private, and sensitive information pertaining to the District and its employees and students, including information used in collective bargaining, negotiations, and legal processes.
 - Assists the administrator with development of organizational unit budget proposals, maintaining communications with departments on status and information needs.
 - Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
 - Composes difficult correspondence on a variety of matters. Compiles and types (keyboards) letters, reports, and statistical data.
 - Performs general administrative support including filing of materials, typing (keyboarding), collating, and copying. Updates and modifies webpages as approved by senior administrator in compliance with District standards.
 - Processes requisitions, claims, and requests for budget allocation changes and reassignment of funds to and from various accounts, coordinating with accounting staff to ensure compliance. Prepares requisitions and claims for reimbursement.
 - Provides payroll support including processing payroll certifications.
 - Serves on District wide committees as required or assigned.
 - Trains and oversees the work of hourly employees or student assistants as needed.
 - Maintains currency of knowledge and skills related to the duties and responsibilities.
 - Performs other related duties as assigned.

Minimum Qualifications

Minimum Qualifications

Requires knowledge equivalent to that of an associate degree and four years of progressively responsible secretarial/administrative assistant experience. Additional progressively responsible secretarial/administrative assistant experience may substitute for some post-secondary education.

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Supplemental Information

Knowledge and Skills

The position requires professional knowledge of:

- Office practices, procedures, and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Policies and procedures associated with educational administration, business, and legal matters.
- Rules, policies, and procedures associated with public meetings (Brown Act), board proceedings, and higher education processes (Education Code).
- Personal computer-based software programs that support the level of work, including, but not limited to, word processing, spreadsheets, presentation graphics, special applications used by the organizational unit, and data entry for custom databases.
- Basic budget administration principles.
- Correct English usage, grammar, spelling, and punctuation to prepare professional correspondence.

The position requires demonstrated skill in:

- Facilitating group problem-solving processes.
- Math skills to perform financial and statistical recordkeeping, including limited bookkeeping.
- Human relations/interpersonal skills to work productively and cooperatively with diverse groups, exercise sensitivity when dealing with a diverse population of internal and external individuals, and convey technical concepts.

Abilities

This position requires the ability to:

- Exercise sensitivity and discretion in handling confidential information and materials.
- Accurately take and transcribe notes and/or meeting minutes/summaries.
- Learn, interpret, explain and apply knowledge of the District, its departments, operations, programs, functions, special terminology used in the organizational unit, and labor agreements to relieve a senior administrator of a variety of administrative details.
- Learn, interpret and apply knowledge of the District's functions, policies, rules, regulations, goals, and objectives.
- Compile and maintain complex and confidential records and prepare routine reports.
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases and from the District information systems.

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- Review work results for accuracy.
- Plan, organize, and prioritize work in order to meet schedules and timelines.
- Communicate with staff, students, the public, and the Board using patience and courtesy in a manner that reflects positively on the District.
- Maintain productive and cooperative working relationships with others.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicate with members of the campus community. Must be able to exchange accurate information in these situations.
- Recognize printed material (printed or online) for more than 50% of the expected work time.
- Lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety hazards exist.

Salary/Fringe Benefits

Grade 18 on District Confidential Employee Salary Schedule (\$7,361.00 - \$9,707.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search

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committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time, 12-calendar month confidential position.

Hours of employment are: Monday through Friday. 8:00 am - 4:30 pm

Initial placement of employees on Confidential Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage

**Please note - the District does not provide for immigration sponsorships such as H1B Visas

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

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It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4401367/ft-administrative-assistant-confidential>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
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