

Administrative Assistant IV
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247665>

Downloaded On: Oct. 31, 2024 11:29pm

Posted Oct. 25, 2024, set to expire Nov. 27, 2024

Job Title	Administrative Assistant IV
Department	Special Populations
Institution	San Diego Community College District San Diego, California
Date Posted	Oct. 25, 2024
Application Deadline	11/27/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Administrative Assistant IV

San Diego Community College District

Closing Date: 11/27/2024

Position Number: 00120566

Location: Continuing Education

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 11/27/2024 Open Until Filled No Classification Title Administrative Assistant IV Working Title Recruitment Limits Location Continuing Education 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: 00120566 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 21 Department Special Populations The Position Applications are currently being accepted for Administrative Assistant IV in the Dean of Student Support Services Office, located at our West City campus. Hours are (list days and hours). Selected candidate must be willing to adjust work days/hours based on the department's needs.

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately

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accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. **Candidates who believe that they can demonstrate this commitment are encouraged to apply.**

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement> You Belong:
<https://sdcce.edu/organization/you-belong> President's Office:
<https://sdcce.edu/organization/president>

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 San Diego College of Continuing Education is seeking a highly organized and detail-oriented Administrative Assistant IV to join the West-City Campus. This role will provide essential support to the Dean of Student Support Services, overseeing programs such as CalWORKs, Black Student Success, LGBTQIA, Immigrant Support, and the Veterans Center. The Administrative Assistant IV will play a vital role in performing administrative related tasks that ensure the smooth operation of multiple programs.

As the assistant to the Dean, the Administrative Assistant IV is responsible for handling routine office duties such as responding to telephone calls and walk-in visitors, routing paperwork, calendaring meetings, and processing documentation. This position is responsible for gathering data to complete reports, preparing agendas and maintaining meeting minutes as needed, and assist with maintaining budget expenditures and budget monitoring.

Key Responsibilities:

- Provide comprehensive administrative support to the Dean of Student Support Services and affiliated programs such as CalWORKs, Immigrant Support, and Black Student Success.

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- Coordinate schedules, meetings, and events for program staff and the Dean, managing calendars and preparing agendas.
- Track financial data, monitor budgets, and process requisitions to maintain fiscal responsibility for the programs.
- Collect, organize, and maintain program documentation, reports, and data records to ensure compliance and accurate tracking.
- Prepare meeting agendas, take minutes, and generate reports to support program activities and planning.
- Facilitate communication and collaboration between program staff, faculty, students, and external partners, acting as a liaison to community organizations.
- Support the planning, coordination, and execution of events and activities for student programs, ensuring alignment with program goals and institutional priorities.
- Manage essential administrative tasks such as scheduling, purchasing, financial tracking, and resolving day-to-day operational issues.

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 to Applicants:** To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND,
4. Three (3) references listed within application.

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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);
- 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 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 CL01720

Major Responsibilities:

Qualifications:

Desired Qualifications:

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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

Special Populations
San Diego Community College District

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