

Administrative Clerk II (18 Months
Temporary/Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248105>

Downloaded On: Nov. 2, 2024 4:23am

Posted Nov. 1, 2024, set to expire Nov. 27, 2024

Job Title	Administrative Clerk II (18 Months Temporary/Categorically Funded)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Nov. 1, 2024
Application Deadline	11/27/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5770752

Apply By Email

Job Description

Image not found or type unknown



Administrative Clerk II (18 Months Temporary/Categorically Funded)

Salary: \$4,446.83 Monthly

Job Type: Temporary

Job Number: Admin Clerk II 24 Academic Aff

Closing: 11/27/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: Admin Clerk II 24 Academic Aff

Division: Academic Affairs

**Administrative Clerk II (18 Months
Temporary/Categorically Funded)
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=248105>

Downloaded On: Nov. 2, 2024 4:23am

Posted Nov. 1, 2024, set to expire Nov. 27, 2024

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 November 27, 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

Academic Affairs is responsible for ensuring the success and monitoring of academic programs; supporting the work of the faculty; assisting in processing faculty payroll; maintaining college curriculum; and producing the college catalogs, class schedules, academic calendars and other academic publications. This office works closely with the instructional divisions, Fiscal Services, Enrollment Services, and Human Resources. Academic Affairs is often the first point of contact for many of our students and faculty.

Summary

Performs recurring, yet technically oriented clerical, secretarial, and customer service duties within a department, program, or equivalent College function.

Distinguishing Career Features

Administrative Clerk II requires a working knowledge of the terminology and procedures used in the area of assignment, the ability to research and extract information from commonly used databases,

Administrative Clerk II (18 Months
Temporary/Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248105>

Downloaded On: Nov. 2, 2024 4:23am

Posted Nov. 1, 2024, set to expire Nov. 27, 2024

and the ability to troubleshoot problems encountered with customer service transactions.

Job Duties

Job Duties:

Essential Duties and Responsibilities:

- Types letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. Prepares handbooks, brochures, and other program materials.
- Processes documents requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Performs analytical duties such as evaluating student profiles for specific programs (e.g., limited English proficiency) by pre-screening registration materials or other materials that would identify and profile student needs.
- Performs receptionist duties. Greets visitors, staff, or students in person or over the telephone, and ascertains the nature of their business and provides standard information related to area of assignment.
- Receives applications and fees for classes, events, or services that do not require contact with financial aid, or admissions and records. Prepares class/course packets of student information to be used by instructors.
- Provides special assistance to students, including those with special needs. May introduce students to other services and college support.
- Maintains records and files of documents ensuring that they are processed and readily accessible. Compiles various reports according to well-defined operating procedures.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Compiles statistical data, posts routine administrative or financial transactions or other data and maintains various department information on established data entry formats. Searches out information in departmental records and files.
- Arranges for, and assembles printed materials such as College and community information, news, and interest items.
- Assists with scheduling and setting up events that involve registration, arranging seating and multimedia equipment, and hospitality services.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates student and business information into computer-aided systems using established formats. May update and modify web

Administrative Clerk II (18 Months
Temporary/Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248105>

Downloaded On: Nov. 2, 2024 4:23am

Posted Nov. 1, 2024, set to expire Nov. 27, 2024

pages as approved by the supervisor.

- Initiates requisitions by accessing on-line purchasing programs.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- May receive, sort and distribute incoming mail. Composes routine correspondence independently as appropriate.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires a high school diploma or the equivalent, and 2 years of general clerical, record keeping, and keyboarding experience in a customer service oriented environment.

Preferred Qualifications:

Two years full-time experience, or three years part-time experience providing administrative office support in a professional or educational setting. Experience providing direct written and verbal customer service in a professional or educational setting with an attention to detail. Ability to maintain the confidentiality of students and staff. Preferred qualifications include experience in community college curriculum, exceptional organizational and multi-tasking skills and proficiency in Microsoft Office (Outlook, Word, Excel, etc.), PeopleSoft Campus Solutions (or other student information system), and Curriculum Management Systems (CMS) or eLumen.

Supplemental Information

Knowledge and Skills

The position requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of procedures associated with processing financial transactions such as purchase orders and budget line item changes. Requires a working knowledge of personal computer-based software that support this level of work, including but not limited to word processing, spreadsheet, and software (with data entry screens) used in education. Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence. Requires sufficient human relations skills to present a positive image of the department and College, convey technical information to

Administrative Clerk II (18 Months
Temporary/Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248105>

Downloaded On: Nov. 2, 2024 4:23am

Posted Nov. 1, 2024, set to expire Nov. 27, 2024

others, and exercise sensitivity when dealing with a diverse population.

Abilities

Requires the ability to perform in a high volume environment that may be dominated by distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, understand and apply College and State agency rules, regulations and policies. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research. Requires the ability to operate standard office equipment, maintain records and files, and compile alphanumeric information for reports. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to maintain productive and cooperative relationships with staff, students, external organizations, and the public using sensitivity to diverse populations and courtesy.

Physical Abilities

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 24 on District Classified Salary Schedule (\$4,446.83 /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

Administrative Clerk II (18 Months
Temporary/Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248105>

Downloaded On: Nov. 2, 2024 4:23am

Posted Nov. 1, 2024, set to expire Nov. 27, 2024

regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a temporary full-time 18 month temporary categorically funded position.

Hours of employment are: Monday thru Friday 8:00 am to 4:30 pm

Initial placement of employees on Classified Salary schedule is at Step 1.

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.

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.

Administrative Clerk II (18 Months
Temporary/Categorically Funded)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248105>

Downloaded On: Nov. 2, 2024 4:23am

Posted Nov. 1, 2024, set to expire Nov. 27, 2024

A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

Cover Letter

Resume/CV

Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4705279/administrative-clerk-ii-18-months-temporary-categorically-funded>

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

Cerritos College

,