

Administrative Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248266>

Downloaded On: Nov. 23, 2024 3:02am

Posted Nov. 6, 2024, set to expire Dec. 9, 2024

Job Title	Administrative Technician
Department	President's Office, Resource Development
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 6, 2024
Application Deadline	12/09/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Administrative Technician

San Diego Community College District

Closing Date: 12/9/2024

Position Number: 000326

Location: San Diego Mesa College

Position Type:



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Classified

The Position:

Posting Details (Default Section)

Closing Date: 12/09/2024 Open Until Filled No Classification Title Administrative Technician Working Title Administrative Technician Recruitment Limits Location San Diego Mesa College Pay Information Range 22 (\$5,543.90-\$6,603.50) per month based on the 2024 Classified salary schedule. New employees will begin on Step G (\$5,543.90). 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: 000326 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 22 Department President's Office, Resource Development The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity and inclusion among its faculty, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and work together to create successful pathways for all of our students.

As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state of the art facilities, and a world-class faculty and staff. For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to the number of students transferred and graduating with an Associate Degree.

We are adding new staff, faculty and administrators who, alongside our stellar colleagues, will lead us into the future. Candidates who believe that they can demonstrate a commitment to equity and excellence by creating the conditions that matter for our students to succeed are encouraged to apply.

San Diego Mesa College seeks a dynamic candidate to apply for the Administrative Technician position in the Office of Resource Development. Under the Supervision of the Director, Development & Entrepreneurship, the Administrative Technician will support the fundraising and friend-raising efforts of the campus and San Diego Mesa College Foundation. Each year, San Diego Mesa College

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Foundation raises over a half a million dollars in support of Mesa's students and mission, with a focus on:

- **Investing in Bright Futures** by awarding over \$150,000 in scholarships to over 100 students each year
- **Preserving Opportunity** by supporting basic needs and offering direct and equitable aid via our Resiliency Fund
- **Funding Innovation** and supporting the success of over 1,700 students through the grants we offer to the campus for projects and equipment
- **Enrich through the Arts** with the World Art Collection & Research Center that boasts over 1,200 pieces of Art from Africa and beyond

This role will provide operational and administrative support to ensure that outreach and engagement efforts result in current and prospective donors/partners feeling engaged and inspired by Mesa's mission and impact.

Major Responsibilities:

Data Management - Database Implementation and Donation Processing

- Process incoming donations - Carry out gift entry process: scan checks, input gift and donor data, update check log, create and save deposit slips, gather necessary signatures, run financial reports and reconcile deposits
- Enter Donor/Partner Information - enter donor/partner/prospect contact and biographical information, touch points, grant information
- Maintain donor database - ensure consistent and thorough data entry practices; perform database clean-up projects to improve data integrity and database performance; create reports, donation forms, and workflows
- Manage Daily Check Requests, Transfer Requests, and Deposits. Scan documents, complete necessary forms consistent with data tagging, route for signature, follow-up as needed, update tracking logs, and handoff.

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- Generate monthly reports and reconciliations with Accounting Team - Run reports, QA data to ensure accurate information such as designation and data tagging for appeal, reconcile with bank statements, access portals for additional information regarding direct deposits, import batch donations through employee payroll designations.

Donor Relations and Correspondence

- Manage donation acknowledgement process: send thank you notes, letters, reports, and special processing; perform mail merges and assist with solicitation and other department mailings
- Track and manage donor stewardship plans, request outreach from internal partners
- Facilitate planning of campus tours: document timeline and share pertinent information (itinerary, donor bio/background) with all tour participants; serve as primary point of contact with donors and prospects to schedule campus tours, arrange parking and food
- Maintain and manage segmented communication lists; generate and send e-campaign updates (Constant Contact) and invitations to campus events
- Monitor campus event calendar for donor/prospect engagement opportunities
- .Conduct prospect research

Storytelling

- Manage alumni, student, and partner story-bank: reach out to campus stakeholders for recommendations and/or send story form to constituency groups, follow-up with people who submitted for interview or clarifications and permissions, record video or add to story-bank templates
- Assist in the development of collateral materials
- Assist in creation of quarterly update/newsletter

Scholarship Management

- Serve on Scholarship Working Committee/Task Force
- Manage Scholarship Database; QA and update balances; assist in configuration of scholarship criteria and scoring
- Gather and prepare appeal documents for eligibility exception
- Manage student thank you note process - request, gather, save, and distribute thank you notes
- Track scholarship data points; generate reports for scholarship disbursement

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Events

- Liaise with event vendors, gather bids and submit orders
- Maintain invite, guest, and attendee lists, provide updates to internal points-of-contact; track outreach efforts and contacts
- Preparation and Planning: Prepare event outline and run-of-show; submit facilities requests and updates; liaise with, interview, help select, and prepare student speakers; gather and prepare collateral materials for guests, facilitators, and volunteers

Fund and Innovation Grant Administration

- Maintain process documents that guide Project Managers to administer funds/accounts
- Receive and review fund disbursement requests, provide quality control check and check balance of funds
- Support Innovation Grant Process: update outreach and application materials; consolidate scores; assist with scheduling selection committee meetings; assemble innovation award packets; save, track, and follow-up to ensure report submission; synthesize and summarize data

Reception and Clerical

- Greet guests and answer phones, take messages; accept donation drop-offs and provide receipts
- Meeting support: schedule meetings and visits, help format agendas, assemble packets, prepare meeting room, put in and pick up food orders when appropriate; take notes/minutes when appropriate
- Ensure all Board and Committee minutes, agendas, and packets are finalized and posted
- Edit PowerPoints and other materials
- Maintain database access and accounts for employer match and other giving sources
- Develop/format/update forms and process checklists
- Create, route and file department check requests

Applications are currently being accepted for Administrative Technician in the Resource Development office, located at San Diego Mesa College. Hours are Monday-Friday, 8:30AM-5:00PM. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

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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 **Knowledge:**

- Proficient in Adobe Acrobat, MS Word, MS Excel, MS Outlook.
- Fundraising Database experience desirable (Donor Perfect).
- Constant Contact experience desirable.
- Website: Page Updating (text, photos).
- Account payable/receivable accounting; digital record-keeping techniques.

Skills and Abilities:

- Strong oral and written communication skills.
- Organized with ability to self-prioritize and follow-up with leadership as needed.
- Maintain confidential records and files.
- Work independently, meet strict deadlines, and adapt to rapidly changing environments.
- Communicate effectively and provide excellent customer service.
- Relate effectively with people from varied cultural and socioeconomic backgrounds.

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

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strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Letter of Interest; AND,
4. Three (3) References listed within the online application.

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 CL01723

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- Maintain confidential records and files.
- Work independently, meet strict deadlines, and adapt to rapidly changing environments.
- Communicate effectively and provide excellent customer service.
- Relate effectively with people from varied cultural and socioeconomic backgrounds.

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

President's Office, Resource Development
San Diego Community College District

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