

Administrative Assistant V  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248661>

Downloaded On: Nov. 23, 2024 10:09pm

Posted Nov. 12, 2024, set to expire Nov. 24, 2024

**Job Title** Administrative Assistant V  
**Department** Administrative Services  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Nov. 12, 2024

**Application Deadline** 11/24/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Apply By Email**

**Job Description**

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**Administrative Assistant V**

**San Diego Community College District**

**Closing Date:** 11/24/2024

**Position Number:** 00120242

**Location:** San Diego Mesa College

**Position Type:**

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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 11/24/2024 Open Until Filled No Classification Title Administrative Assistant V Working Title Administrative Assistant V to the Vice President, Administrative Services 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 No. Months: 12 Months Position Number: 00120242 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 22 Department Administrative Services 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.

Applications are currently being accepted for one (1) Administrative Assistant V in the Administrative Services Department located at Mesa College. Selected candidate must be willing to adjust work days/hours based on the department's needs.

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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

- Demonstrated experience providing administrative support to an executive manager.
- Demonstrated ability to maintain discretion and confidentiality
- Ability to assess, prioritize and perform position responsibilities independently using problem-solving and personal initiative.
- Ability to perform highly accurate, detailed work and maintain organization while working under pressure to meet multiple deadlines and customer demands.
- Advanced technological skills, including experience with a range of applications in Microsoft, cloud-based platforms, and proprietary software and systems.
- Ability to critically think through complex systems and provide innovation and input into established and new processes.
- Ability to establish and maintain confidential, respectful, and effective working relationships.
- Excellent oral and written communication skills.
- Ability to interpret, follow, and explain campus and district policies and procedures.
- Ability to work confidently with discretion and independently with little direction.
- Ability to gather data and prepare and reports and correspondence.

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. Letter of Interest;
3. Resume; AND
4. Three (3) professional references.
5. Unofficial Transcripts (Optional).
6. Foreign Degree Evaluation (Required if applicable).

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 CL01727

### **Major Responsibilities:**

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**Qualifications:**

**Desired Qualifications:**

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- Excellent oral and written communication skills.
- Ability to interpret, follow, and explain campus and district policies and procedures.
- Ability to work confidently with discretion and independently with little direction.
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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*



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*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**

Administrative Services  
San Diego Community College District

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