

Management Assistant, Office of Advancement  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250009>

Downloaded On: Dec. 12, 2024 3:34pm

Posted Dec. 6, 2024, set to expire Jan. 1, 2025

|                             |  |
|-----------------------------|--|
| <b>Job Title</b>            | Management Assistant, Office of Advancement                            |
| <b>Department</b>           |  |
| <b>Institution</b>          | West Valley-Mission Community College District<br>Saratoga, California |
| <b>Date Posted</b>          | Dec. 6, 2024   |
| <b>Application Deadline</b> | 01/01/2025   |
| <b>Position Start Date</b>  | Available immediately  |
| <b>Job Categories</b>       | Professional Staff   |
| <b>Academic Field(s)</b>    | Administration - Other   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5845511">https://apptrkr.com/5845511</a>  |

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**Job Description**

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**Management Assistant, Office of Advancement**

**Closing Date:** 1/1/2025

**Definition:**

The Advancement Department of the West Valley-Mission Community College District is seeking a talented individual to fill the position of **Management Assistant**.

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Comprised of two colleges, West Valley College and Mission College, we are located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate our two colleges for our friendly staff and supportive atmosphere.

The Office of Advancement manages the West Valley-Mission Foundation. We work with donors and community members to fund student scholarships and support the needs of our colleges. We seek to foster a culture of excellence that mirrors the innovative and exceptional work of the West Valley-Mission Community College District. The Management Assistant will play a vital role in helping the Advancement Department move into the next stage of effectiveness.

Under the direction of the Associate Vice Chancellor of Advancement, the Management Assistant will:

- Manage our Advancement CRM, donor communications, website, and technology strategy.
- Serve as first point of contact for external stakeholders and set the tone for our departments friendly, welcoming, "customer first" style.
- Work closely and collaboratively with other college and district employees to provide quality services to both internal and external stakeholders.
- Ensure seamless department operations through highly detail-oriented work.
- Thrive in a fast-paced, innovative work environment.

The **Management Assistant** will support the department in various activities related to fundraising, accounting, database management, marketing and communications, campus and donor outreach events, strategic planning, and operations. Specific duties include, but are not limited to:

- Answer incoming calls and email inquiries from prospective donors, faculty, staff and other foundation stakeholders.
- Provide administrative support for Associate Vice Chancellor of Advancement
- Oversee donor database by entering and updating biographical data, entering gift and pledge data, creating custom reports and mailing lists.
- Manage weekly deposit process for Foundation by entering all donation data into donor database (Exceed Further), scanning checks for bank deposit, drafting donor acknowledgement letters, and recording journal entries in accounting software (Banner).
- Draft donor correspondence such as gift agreements, pledge documents, and acknowledgement letters.
- Manage large, complex donor appeal and report mailings.
- Make updates to Foundation website via the content management system (Modern Campus)
- Supervise hourly student workers and provide instruction and direction.
- Compile documents and agenda for Foundation board and committee meetings, record minutes,

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- upload materials to website in timely manner.
- Assist financial analyst to process check requests, print checks, record monthly bank charges and fund gain/loss, and create and send invoices.
  - Maintain Advancement Department files
  - Manage event registration and crowdfunding platform, which includes providing trainings to district employees.
  - Manage office operations including supply management, service tickets, file systems and organization, storage management
  - Oversee department budget; prepare budget reports; compile annual budget requests; monitor and control expenditures

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

**Assignment:**

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of March 2025. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

**Salary and Benefits:**

Anticipated Hiring Range:

\$8,325.08 - \$9,103.67 monthly (WVMCEA Salary Schedule, Range 69, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.

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- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

**Minimum Qualifications:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Equivalent to an Associates degree from an accredited college with major coursework in general education, business or a related field.
- Experience: Two years of responsible management level administrative support experience, preferably in an educational environment, or two years of experience similar to an Administrative Assistant with the West Valley-Mission Community College District.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Desired Qualification:**

The ideal candidate will demonstrate the following desired qualifications:

- Experience in donor or community relations and/or marketing for advancement
- Strong understanding of project management and event coordination
- Knowledge of budgeting and operational practices, including budget tracking and monitoring

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- Ability to work well with teams and various divisions and offices across two colleges.
- Understanding of databases and/or enterprise software related to donations, accounting, budgets, contract management
- Exceptional skill in written and verbal communication, including ability to write and speak clearly and succinctly
- Evidence of a sensitivity to and understanding of the diverse academic, socio-economic, cultural, physically challenged, and ethnic backgrounds of community college students
- Knowledge of:
  - Fundamentals of philanthropy, donor relations, marketing, and communications
  - Content Management System to help maintain Foundation website
  - Adaptability and ability to manage shifting priorities
  - Problem solving and ability to handle challenging situations
  - Organizational skills and ability to multitask
  - Time management skills in organizing own time and schedule of an executive
  - Confidentiality while dealing with sensitive information, including donors financial and personal details

### **Knowledge and Abilities:**

Knowledge of:

- Organization, procedures, and operating details of a management level office.
- Principles and practices of routine analytical research and project planning.
- Principles and practices of office management and records management.
- Principles and methods of business letter and report writing.
- Modern office practices, procedures and computer equipment and standard office software.
- English usage, grammar, spelling, punctuation and vocabulary

Ability to:

- Plan, oversee, and implement activities related to a management level office.
- Intermittently, review and evaluate documents related to department operations; observe, identify

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and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

- On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply district and campus rules, laws and policies.
- Plan, schedule, organize, and oversee the work of clerical personnel.
- Coordinate and organize the timely workflow of others while maintaining effective and highly cooperative relationships.
- Type at a speed necessary for successful job performance.
- Work confidentially with discretion.
- Work effectively to meet demanding schedules and multiple timelines.
- Compose complex correspondence and prepare preliminary reports.
- Maintain official and complex records and files.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

### **Examples of Duties and Responsibilities:**

Examples of essential duties:

- Perform a wide variety of complex, responsible and confidential administrative and secretarial duties for an assigned Executive Director, Chief, or Vice President; research and analyze routine administrative projects for the executive; prepare first draft reports on administrative matters.
- Establish and coordinate office activities and schedules; establish methods for office operations; implement office policies and procedures; develop and recommend office procedures and systems; ensure smooth office operations.

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- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate and assist in the development and administration of an assigned budget; prepare budget reports; compile annual budget requests; monitor and control expenditures.
- Research, compile, and analyze background data; perform routine and special administrative activities and projects; prepare independent draft reports and documentation; maintain records and files regarding administrative activities; prepare agendas for a variety of meetings, committees, and groups.
- Provide follow up to assignments given to management and/or operations staff by an assigned Executive Director, Chief, or Vice President; provide status reports to an assigned Executive Director, Chief, or Vice President; assist in coordinating, preparing, and producing staff reports.
- Coordinate and implement assigned program activities of an operational area of assignment; prepare status reports and documents related to program activities.
- Review, verify, and process documents related to administrative and program activities such as invoices, contracts, grants, claims, legislation and other specialized documents.
- May maintain timesheet and payroll records; maintain administrative files and records for personnel including employee evaluations and disciplinary actions, contracts and stipends.
- May provide technical and functional oversight of assigned clerical staff; plan, prioritize, assign and review the work of staff involved in providing administrative support.
- Respond to letters and general correspondence not requiring the attention of management staff.
- Provide administrative support for assigned task forces, committees, commissions and boards; review and summarize miscellaneous reports and documents; take meeting notes or minutes; may schedule rooms for meetings and events; prepare background documents as necessary.
- Interpret and explain district and division or campus policies, rules and regulations in response to inquiries; refer inquiries as appropriate; assist in developing division or campus policies and procedures in order to meet division or campus objectives.
- Receive and distribute incoming mail and email; review and evaluate mail and email to identify those items requiring priority attention; receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.
- Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
- May order and purchase supplies for administrative operations; perform accounting functions related to ordering supplies, equipment, and services; make budget transfers as appropriate.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication. Perform

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related duties as assigned

**Working Conditions:**

**Other Duties:**

**Application Information:**

**Physical Demands:**

**Applicant Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating



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such in the Required Transcripts document field.

- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- Encrypted, secured, or password-protected attachments cannot be uploaded.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2171 Fax: (408) 741-2564

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.

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- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District DOES NOT provide visa sponsorship.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

**Posting Number:** FY22/23-238FT

**Open Date:** 11/25/2024

**Close Date:** 01/01/2025

**Open Until Filled:** No

**For more information on this position and to apply, please visit our website at the following link:**

[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**



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

**Contact**

N/A

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