

Administrative Assistant V
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250167>

Downloaded On: Dec. 19, 2024 8:10am

Posted Dec. 9, 2024, set to expire Jan. 6, 2025

Job Title	Administrative Assistant V
Department	Student Services
Institution	San Diego Community College District San Diego, California
Date Posted	Dec. 9, 2024
Application Deadline	01/06/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Administrative Assistant V

San Diego Community College District

Closing Date: 1/6/2025

Position Number: 011929

Location: Continuing Education

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 01/06/2025 Open Until Filled No Classification Title Administrative Assistant V Working Title Administrative Assistant V Recruitment Limits Location Continuing Education Pay Information Range 22(\$4,136.95 - \$6,603.50) per month based on the current **Classified salary schedule**. New employees will begin on Step G(7) (\$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, salary schedules 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: 011929 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 22 Department Student Services The Position Applications are currently being accepted for Administrative Assistant V in the Vice President of Student Service, located at San Diego College of Continuing Education. Hours are Monday - Friday 8:00 am - 5:00 pm. 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

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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 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

- **Education and Experience**

- Associate's degree in business administration, office management, or a related field (Bachelor's degree preferred).
- Experience providing executive-level administrative support, preferably in higher education or student services.

- **Administrative and Organizational Skills**

- Demonstrated ability to manage complex schedules, prioritize tasks, and meet deadlines in a fast-paced environment.
- Proficiency in organizing meetings, events, and travel arrangements, including preparing detailed itineraries.
- Experience with maintaining confidentiality and handling sensitive information with discretion.

- **Technical Proficiency**

- Advanced proficiency with office productivity tools such as Microsoft Office Suite (Word,

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Excel, PowerPoint, Outlook) and virtual meeting platforms (Zoom, Teams, etc.).

- Familiarity with database management systems and student information systems (e.g., PeopleSoft).
- Ability to quickly learn and utilize other software and technology tools as needed.

● **Communication Skills**

- Exceptional written and verbal communication skills, with the ability to draft professional correspondence and presentations.
- Strong interpersonal skills and the ability to interact effectively with a diverse range of internal and external stakeholders.

● **Customer Service Orientation**

- Proven track record of delivering high-quality customer service and maintaining a welcoming and professional demeanor.
- Ability to handle inquiries and resolve issues promptly and efficiently.

● **Attention to Detail**

- Meticulous attention to detail in preparing documents, reports, and maintaining accurate records.
- Ability to identify errors and discrepancies and take corrective actions independently.

● **Project Management Abilities**

- Experience supporting or managing projects, including tracking progress, coordinating resources, and meeting deadlines.
- Ability to manage multiple priorities and contribute to team goals.

● **Problem-Solving Skills**

- Ability to anticipate needs, identify potential issues, and provide innovative solutions.
- Resourcefulness in addressing challenges and maintaining efficiency in the workplace.

● **Commitment to Equity and Inclusion**

- Demonstrated commitment to fostering a diverse, equitable, and inclusive environment.
- Ability to support initiatives that address the needs of historically marginalized populations.

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 **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within

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the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume;
3. Cover letter addressing how you meet the desired qualifications; AND
4. Four professional references including two previous supervisors.

Important: *To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc.) Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, 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 e-mail will **not** be accepted.

Note that correspondence, including interview invitations, will be sent to you via e-mail.

All inquiries, nominations and applications will be held in the strictest confidence. 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.

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 CL01732

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Major Responsibilities:

Qualifications:

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- **Problem-Solving Skills**
 - Ability to anticipate needs, identify potential issues, and provide innovative solutions.
 - Resourcefulness in addressing challenges and maintaining efficiency in the workplace.
- **Commitment to Equity and Inclusion**
 - Demonstrated commitment to fostering a diverse, equitable, and inclusive environment.
 - Ability to support initiatives that address the needs of historically marginalized populations.

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.



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Contact Information

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

Contact

Student Services

San Diego Community College District

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