

Office Coordinator, MESA
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250939>

Downloaded On: Dec. 28, 2024 5:50pm

Posted Dec. 27, 2024, set to expire Jan. 20, 2025

Job Title	Office Coordinator, MESA
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Dec. 27, 2024
Application Deadline	01/20/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Office Coordinator, MESA

Closing Date: 01/20/2025

Definition:

The Mathematics, Engineering, Science Achievement (MESA) program at West Valley College is seeking a talented individual to fill the position of Office Coordinator

Comprised of two colleges, West Valley College and Mission College, we are located in the heart of



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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 Coordinator will perform a wide variety of general clerical duties in support of specific functions and programs within the department assigned, and train and provide assignments to student workers as assigned.

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:

64% of full time, 24 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 a member of 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:

- \$4,286.35 - \$4,668.91 per month (Salary shown is prorated for 64% of full-time, WVMCEA Salary Schedule, Range 59, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents (prorated for employees working less than 100% of full-time).
- Employer-paid long term disability for employee.
- Employer-provided life insurance.

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- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually. (prorated for employees working less than 100%).
- 12 days sick leave accrued annually (prorated for employees working less than 100%).
- 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:

- Experience: Two years of responsible office administrative support experience, preferably in an educational environment, or two years of experience similar to an Office Assistant with the West Valley-Mission Community College District.
- Education: Equivalent to the completion of the twelfth grade, supplemented by college level coursework in business or a related field.

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 also demonstrate the following desired qualification(s):

- Knowledge and ability to manage social media platforms for outreach and marketing, creating engaging content that supports the program and departments goals.

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Knowledge and Abilities:

Knowledge of:

- Organization, procedures, and operating details of an office.
- Principles and practices of routine research and project planning.
- Principles and practices of office management and records management.
- Pertinent federal, state, local, and district laws, ordinances, rules, regulations and mandates.
- Principles and methods of business letter and report writing.
- Methods and techniques of budget monitoring and basic accounting.
- 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 an office.
- Intermittently, review and evaluate documents related to program operations; observe, identify 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.
- Research, interpret and apply federal, state, district and campus laws, regulations, rules, and policies.
- Coordinate and organize timely workflow while maintaining effective and highly cooperative relationships.
- Think critically and independently.
- Learn and effectively utilize a variety of specialized software and database systems applicable to program area.
- Direct the work of hourly and/or student workers.
- Type at a speed necessary for successful job performance.

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- 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:

Duties may include, but are not limited to, the following:

- Perform a wide variety of responsible administrative and secretarial duties for an assigned program director; research and compile routine administrative projects.
- Establish and coordinate office activities and schedules; establish methods for office and front counter operations; implement office policies and procedures; develop and recommend office procedures and systems; ensure smooth office operations; may function as office manager.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various status 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; identify and resolve budget discrepancies.
- Research and compile background data; perform routine and special administrative activities and projects; prepare independent draft documentation; maintain records and files regarding administrative activities; prepare agendas for a variety of meetings, committees, and groups.
- Coordinate and implement assigned program activities of an operational area of assignment; prepare status reports, statistical 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; review and verify compliance with district and/or program regulations.

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- May provide follow up to assignments given to staff by an assigned program director; provide status reports to an assigned program director; assist in coordinating and producing reports.
- May order and purchase supplies for administrative operations; perform accounting functions related to ordering supplies, equipment, and services; make budget transfers as appropriate.
- May maintain time card and payroll records; maintain administrative files and records for personnel including employee evaluations and disciplinary actions.
- May serve as initial point of contact and source of information for students, program participants, outside vendors and organizations, and/or members of the public.
- May provide technical and functional oversight of assigned clerical staff; plan, prioritize, assign and review the work of staff involved in providing clerical support.
- May hire, orient, train, schedule, and assign and direct the work of hourly employees.
- Respond to letters and general correspondence not requiring the attention of supervisory staff.
- Receive and distribute incoming mail and email; review and evaluate mail and email to identify those items requiring priority attention; receive telephone calls and provide assistance to callers using judgment as to calls requiring escalation.
- Interpret and explain district and program policies, rules and regulations in response to inquiries; refer inquiries as appropriate; assist in developing office policies and procedures in order to meet program and organizational objectives.
- Coordinate and make travel and meeting arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
- May assist with and participate in program outreach and marketing functions, including designing and producing marketing materials or attending outreach events and presentations.
- Provide administrative support for assigned task forces, committees, commissions and boards; review and summarize miscellaneous reports and documents; prepare background documents as necessary.
- Monitor and maintain office supplies and equipment including printers, copiers, and computers; contact vendors and/or district facilities staff for repairs as needed; assure maintenance of common spaces for appearance and functionality.
- 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 related duties as assigned.

Working Conditions:

Other Duties:

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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) Resume; (3) Unofficial copies of transcripts; (4) Cover letter and/or reference list, if requested; and (5) 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 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 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.

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- 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 assistance, contact:

Office of Human Resources, Attn: Recruitment
14000 Fruitvale Ave, Saratoga, CA 95070
Phone: (408) 741-2174 Fax: (408) 867-9059
Email: choua.wu@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.
- 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.



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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: FY22/23-244FT

Open Date: 12/23/2024

Close Date: 01/20/2025

Open Until Filled: No

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

wvm.peopleadmin.com

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

Contact Information

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

Contact

N/A

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