

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

Direct Link: <https://www.AcademicKeys.com/r?job=251642>

Downloaded On: Jan. 19, 2025 9:16am

Posted Jan. 15, 2025, set to expire Jan. 26, 2025

Job Title	Management Assistant, Office of Student Services
Department	
Institution	West Valley-Mission Community College District Santa Clara, California
Date Posted	Jan. 15, 2025
Application Deadline	02/02/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
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Job Description	

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Management Assistant, Office of Student Services

Closing Date: 02/02/2025

Definition:

Mission College is seeking a talented individual to fill the position of Management Assistant to the Vice President of Student Services.

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-

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paced and innovative environment. Recognized as both a Hispanic Serving Institution and an Asian American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

The purpose of this position is to perform responsible and confidential administrative and secretarial duties for the Vice President of Student Services; to represent the Vice Presidents office with district staff and the public; and to provide administrative and technical support to assigned projects and programs.

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: Office of the Vice President of Student Services, Mission College, Santa Clara

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 would also demonstrate the following desired qualification(s):

- Additional education equivalent to a Bachelors degree in associated field or continuing professional development and training.
- Five years of experience working in an educational setting, preferably in higher education.

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- Experience supporting an administrator such as Dean, Director or Vice President in a fast passed educational environment.
- Superior and demonstrated writing and editing skills.
- An understanding of best practices relating to human development, behavior, and constructive communication rooted in empathy.
- Experience with Project Management.

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 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.

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- 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.
- 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

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- 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 related duties as assigned

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

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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 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

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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) 741-2174 Fax: (408) 741-2564

Email: 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.
- 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:



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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: FY22/23-245FT

Open Date: 01/07/2025

Close Date: 02/02/2025

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

West Valley-Mission Community College District

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