

Administrative Assistant (SHORT-TERM, TEMPORARY)
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252366>

Downloaded On: Jan. 30, 2025 9:00pm

Posted Jan. 29, 2025, set to expire May 28, 2025

Job Title	Administrative Assistant (SHORT-TERM, TEMPORARY)
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jan. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories President/Provost/Chancellor
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5962695
Apply By Email	
Job Description	

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Administrative Assistant (SHORT-TERM, TEMPORARY)

Closing Date:

Definition:

SHORT-TERM, TEMPORARY STAFF POOL

Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise



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specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

POSITION DEFINITION To perform responsible and confidential administrative and secretarial duties for a Director or Dean; to represent the assigned Director or Dean's office with district staff and the public; and to provide administrative and technical support to assigned projects and programs.

Assignment:

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

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Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

Salary and Benefits:

\$38.05 (hourly)

Due to the temporary nature of this position, benefits are not included.

Desired Qualifications:

Not applicable

Knowledge and Abilities:

Examples of Duties and Responsibilities:

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

- Perform a wide variety of complex, responsible, and confidential administrative and secretarial duties for an assigned Director or Dean; research and analyze routine administrative projects; 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.
- Participate and assist in the development and administration of an assigned budget; prepare budget reports; compile annual budget requests; track, monitor and control expenditures; coordinate related budgets; assure expenditures from categorical funds comply with applicable regulations.
- 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.
- Coordinate and implement assigned program activities of an operational area of assignment;

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- 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, certificates, claims, legislation and other specialized documents; verify eligibility requirements and coordinate with outside agencies.
- Provide follow up to assignments given to management and/or operations staff by an assigned Director or Dean; provide status reports to an assigned Director or Dean; assist in coordinating, preparing, and producing staff reports.
- Facilitate communications between assigned supervisor, other administrators, students, academic staff, and other offices, educational institutions or public agencies.
- Order and purchase supplies for administrative operations; perform accounting functions related to ordering supplies, equipment, and services; make budget transfers as appropriate.
- Maintain time card and payroll records; maintain administrative files and records for personnel including employee evaluations and disciplinary actions.
- Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
- Perform related duties as assigned.

Working Conditions:

Other Duties:

Physical Demands:

Application Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: A completed online
 - West Valley-Mission Community College District application; and
 - Resume
- All sections of the online application, including Education and 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.

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- 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.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Offers of employment are contingent upon the successful clearance from a criminal background check, freedom from tuberculosis, and proof of identity and eligibility to work in the United States prior to the first day of work.

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.



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Special Instructions to the Applicant:

Posting Detail Information

Posting Number: FY21/22-008POOL

Open Date: 03/11/2022

Close Date:

Open Until Filled: Yes

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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