

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

Direct Link: <https://www.AcademicKeys.com/r?job=252367>

Downloaded On: May. 14, 2025 6:19am

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

<b>Job Title</b>	Administrative Specialist (SHORT-TERM, TEMPORARY)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jan. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5962696">https://apptrkr.com/5962696</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Administrative Specialist (SHORT-TERM, TEMPORARY)**

**Closing Date:**

**Definition:**

SHORT-TERM, TEMPORARY STAFF POOL

This recruitment is being conducted to fill temporary assignments for the upcoming semester that can begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually

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accepted (unless otherwise 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 specialized program and/or administrative related duties in assistance to an assigned operational function; to research, collect and analyze data and prepare draft reports; to perform administrative and technical work of assigned program area; and to provide specialized and/or technical assistance to management.

**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

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

**Salary and Benefits:**

\$43.42 (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:

- Develop, coordinate and implement program activities in area of assignment related to

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- operational activities; prepare budgets, documents and/or brochures related to program activities.
- Review, verify and input data and documents related to operational and/or program activities such as budgets, contracts, grants, loadsheets, claims, bonds, legislation, schedules, rentals, personnel actions and/or other related information.
- Respond to requests for documentation and information related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers; may perform outreach and marketing duties related to assigned program area.
- Perform administrative and technical duties related to area of assignment including interpreting, analyzing and determining compliance or acceptance of information and materials; prepare reports and/or graphics to document results of duties performed.
- Provide front line support and information to students relative to area of assignment, as needed.
- Assist professional staff in performing and conducting studies, special projects, and administrative and technical functions; perform data collection and analysis; prepare draft reports, graphics and technical documents.
- Troubleshoot a variety of software systems relevant to area of assignment; respond to user questions and problems with relevant systems and equipment; input, assign and track work orders for repair and maintenance of systems and equipment.
- Participate in the development and implementation of software packages and upgrades; monitor systems for accurate and effective performance; coordinate with district information technology staff to resolve issues as needed.
- Perform basic graphic design and/or plan drawing work in the production of flyers, brochures, maps, cards and other program-related publications using related software applications.
- Perform related duties as assigned.

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**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.
- 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](mailto:Jobs@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- Applications will be screened by appropriate department representatives on an as-needed basis.

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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.
- 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.

**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.

**COVID-19 Vaccine Requirement** West Valley-Mission Community College District is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities it serves. As such, the Board of Trustees has adopted policies requiring COVID-19 vaccinations for all employees and students of the district. Accordingly, new employees must comply with the vaccine mandate prior to hire. See vaccine mandate information at (<https://www.wvm.edu/covid-19/Pages/District-Vaccination-Policy.aspx>).

**Special Instructions to the Applicant:**

**Posting Detail Information**

**Posting Number:** FY21/22-007POOL

**Open Date:** 03/11/2022

**Close Date:**

**Open Until Filled:** Yes

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**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**

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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