

Division Administrative Assistant
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253802>

Downloaded On: Mar. 4, 2025 11:19am

Posted Feb. 27, 2025, set to expire Mar. 13, 2025

Job Title	Division Administrative Assistant
Department	Santa Ana School of Continuing Education
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Feb. 27, 2025
Application Deadline	03/13/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6030007

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Job Description

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Division Administrative Assistant

Rancho Santiago Community College District

Salary Range: Grade 13: \$67,905.79 - \$86,732.20

Job Type: Full Time

Job Number: CL25-01118



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Location: Santa Ana, CA

Division: Santa Ana School of Continuing Education

Closing: 3/13/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

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About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

Position Overview

Performs a variety of technical and administrative support duties for an academic division. Coordinates and performs administrative projects within the division. Coordinates information, work flow and support activities for the division and related assigned functions, projects, and programs. The Division Admin Assistant oversees and participates in office operations including student transactions, monitoring faculty assignments and loads, and monitoring division budgets. The Division Admin Assistant may also assist in curriculum processes, and the development of schedules and sequences required in reporting and other activities.

Representative Duties

1. Organizes, balances, and prioritizes administrative duties for the academic division and administrator, anticipating business and academic calendars and cycles; assessing available staffing and recommending additions or adjustments; Establishes and tracks timelines for projects, activities, and required submissions.
2. Provides administrative support to special processes for departmental, curriculum, and other

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- instructional committees. Prepares forms, revisions, and documents to support proceedings.
3. Conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
 4. Receives, handles, and stores confidential information pertaining to the College or assigned division. Maintains confidentiality of private and sensitive information.
 5. Under direction assists in the creation, production and maintenance of the academic class schedule. Coordinates and participates in compiling information requests on behalf of other organizational units, responsible for the class schedule production process.
 6. Explains policy and procedures to students (prerequisite, petition, registration, holds, add/drop, grade posting). Fields and advises student inquiries related to grade grievances, academic petitions, prerequisite challenges, late registration and independent study contracts. Communicates with faculty related to syllabus, textbook and office hours.
 7. Creates, verifies, edits, and distributes faculty load records, including overload assignments. Monitors, records, and reviews adjunct faculty load records with the administrator for approval and compliance with work limits.
 8. Assists the Dean with monitoring monitor class enrollment, recommending necessary additions or cancellations, and entering any revisions into the database. Processes changes to master class schedules. Notifies students and impacted units of schedule changes.
 9. Tracks submittal of syllabi for all faculty within their division.
 10. Provides support to faculty and staff performance evaluation processes. Assist in coordinating and scheduling meetings and observations. Tracks and monitors for completion, and compliance within contract guidelines. Provides clarification to faculty evaluators regarding forms, deadlines, etc.
 11. May prepare board agenda items, agreements, and contracts for services and facilities used by and/or provided by the division. Processes contract documents for outside vendors and sets up internal routines for monitoring performance.
 12. Provide administrative support to special processes such as, but not limited to curriculum and education requirements committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and documents to support proceedings.
 13. Performs special projects as assigned. Under direction conducts research of business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
 14. Takes and transcribes minutes. Produce a variety of materials such as letters, memoranda, reports, and statistical data. Maintains records and assists in preparing divisional reports by gathering and summarizing information from a variety of sources and posting and maintaining appropriate portal sites.
 15. Schedules appointments and arranges meetings for their supervising administrator and

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- department chairs. Prepares schedules and informs participants, confirming dates and times.
16. Initiates all Status Change Forms (SCFs). This includes but not limited to new hires, assignment changes, special faculty assignments and substitute assignments.
 17. Records and processes payroll information for faculty, staff, and student or short-term help, including information for stipends, overload, and other compensable elements.
 18. Maintains budgets and transaction records, including those for special projects and funds. This includes consultation and advisement for program units with complex operational and personnel processes.
 19. Prepares, processes, and codes requisitions and claims for reimbursement. Resolve purchase orders and contractual matters with vendors and other service providers.
 20. Reconciles expenditures and initiates reassignment of budgeted funds to and from various accounts, coordinating with accounting staff to assure compliance.
 21. Trains, assigns, prioritizes, and reviews work of other staff, students and temporary help.
 22. Provides input and recommendations to administrator concerning administrative timelines, priorities, resource needs and program planning.
 23. Orientation of new employees including timecard training, submittal of key requests, use of material fees, and assistance with roster access.
 24. Assists students and general population with queries of varying nature: special events, complaints, conflict resolution, contacting faculty, transfer credits etc.
 25. Performs other related duties as assigned that support the objective of the position.

Knowledge and Abilities

Thorough knowledge of:

1. The position requires in-depth working knowledge of office practices, procedures, and equipment.
2. Requires a working knowledge of the policies and procedures associated with academic departments including calendars and schedules, student transactions, faculty workload recording and curriculum development and maintenance process.
3. The position requires substantial knowledge of administrative procedures and precedents for academic and career departments, the ability to organize work, information flow, and perform duties in support of the office and its dealings with other work teams and organizations.
4. Requires a knowledge of basic budget development, maintenance, and analysis.
5. Requires a working knowledge of computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, student information systems, and special applications used by the division.
6. Requires sufficient math skills to perform financial and statistical record keeping.

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7. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
8. Requires sufficient knowledge of educational systems and terminology to advise and direct students to appropriate "next steps".
9. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and employees.

Ability to:

1. Requires the ability to accurately take and transcribe notes and/or meeting minutes/ recollections.
2. Requires the ability to learn, explain and apply knowledge of College and department organization operations, programs, functions, special terminology used in academic and student services settings, and labor agreements.
3. Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
4. Requires skill at facilitating small group problem-solving processes.
5. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
6. Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

QUALIFICATIONS

The position requires an Associate's Degree and five years of progressive administrative experience, including two years in the equivalent capacity in an Administrative Support position. A Bachelor's degree may substitute for some experience. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

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APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

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Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital



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status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4822487/division-administrative-assistant>

Contact Information

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

Contact

Santa Ana School of Continuing Education
Rancho Santiago Community College District

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