

**Administrative Specialist I (Restricted Funds)(2 Positions)
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=255419>

Downloaded On: Apr. 5, 2025 7:49pm

Posted Apr. 4, 2025, set to expire Jun. 30, 2025

Job Title	Administrative Specialist I (Restricted Funds)(2 Positions)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Apr. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6122527

Apply By Email

Job Description

Image not found or type unknown



Administrative Specialist I (Restricted Funds)(2 Positions)

Position Number: CM-227-2024

Division: Student Services

Department: Financial Aid

FTE: 100

Term (month/year): 12 Months/Year

Annual Salary Step Range:

Administrative Specialist I (Restricted Funds)(2 Positions)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=255419>

Downloaded On: Apr. 5, 2025 7:49pm

Posted Apr. 4, 2025, set to expire Jun. 30, 2025

\$59,405.52 - \$75,818.28

Initial Screening Date: 04/21/2025

Open Until Filled: Yes

Position Description

Position Overview:

Definition:

Under general supervision, performs a variety of entry level administrative support duties that requires knowledge of the assigned division/department and/or program support duties according to standard procedures on behalf of the designated managerial personnel.

Supervision Received and Exercised:

Receives general supervision from assigned supervisory or managerial personnel. Exercises technical and functional direction over and provides training to student or hourly workers, as assigned.

Class Characteristics:

The Administrative Specialist I classification is the first level in the Administrative Specialist series which is comprised of four (4) levels. Positions in the series are distinguished by reporting and working relationships, level of independence, supervision received and exercised, decision making, judgment, and minimum qualifications for employment consideration.

The Administrative Specialist I level typically performs entry-level administrative and clerical activities such as customer service at the front counter and over the phone; provides assistance to clientele with program requirements, policies, and procedures; document preparation and completion; file and records maintenance; data entry; screening visitors and mail, and directing questions to the appropriate staff; working with an entry-level degree of independent judgment, tact, and initiative within clearly defined work procedures and standards. Incumbents in the Administrative Specialist I level report to managerial personnel initially under more direct supervision. The work requires basic decision making under established guidelines. This class is distinguished from Administrative Specialist II in that the latter performs a broader range and journey level office support and administrative duties.

Administrative Specialist I (Restricted Funds)(2 Positions) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=255419>

Downloaded On: Apr. 5, 2025 7:49pm

Posted Apr. 4, 2025, set to expire Jun. 30, 2025

Examples of Essential Functions(Illustrative Only):

1. Operates multi-line phone systems; answers, screens, and directs calls to the appropriate division/department; takes messages and relays pertinent information using electronic mail or transfers calls to voicemail as requested by the caller; provides general information on a variety of College services, policies, and procedures.
2. Provides telephone, front counter, support to students, parents, staff, faculty, and the general public as assigned; responds to routine inquiries by explaining program requirements, policies, procedures, and according to established guidelines or by referring the customer to the appropriate source; provides general information regarding the assigned program, department, or the College; distributes applications, forms, and other documents as requested and may assist students, visitors, and other customers in completing such documents; refers callers/visitors to appropriate departments or individuals; provides geographical directions to visitors; takes and relays accurate messages; transfers callers to voicemail when necessary.
3. Performs a variety of customer services duties, such as answering a variety of questions and responding to basic complaints; providing information regarding classes and campus facilities and directions; ordering program, class, or testing materials; assembling informational packets; processing print requests; making appointments with other department staff and for workshops, presentations, and informational seminars; and by referring visitors/callers to other programs, departments, off-campus services, other help agencies, and community groups, as appropriate.
4. Performs a variety of routine office clerical duties to support the operations of the assigned work unit, program, or department, including filing, preparing records, processing work orders, and assisting in ordering and maintaining office and other related supplies.
5. Types and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and statistical reports from rough draft, handwritten copy, or from other material using a computer; inputs and retrieves data into various program, department, and/or College-wide software applications and database systems. Maintains file, index, and record keeping systems requiring sorting, filing, searching, retrieving, and distributing departmental and programmatic records or other documents as directed; logs in documents for public record.
6. Checks equipment in and out to students and staff; maintains related logs.
7. Verifies and reviews forms and reports for completeness and conformance with established policies and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
8. Receives, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.

Administrative Specialist I (Restricted Funds)(2 Positions) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=255419>

Downloaded On: Apr. 5, 2025 7:49pm

Posted Apr. 4, 2025, set to expire Jun. 30, 2025

9. Assists in planning and organizing program or department-related events, workshops, informational seminars, presentations, and related activities.
10. Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, printers, scanners, facsimile machines, multi-line telephones, and audio/visual equipment; may operate other department-specific equipment.
11. May receive, log, schedule, and distribute service requests and work orders for the department.
12. Maintains accurate records of work performed.
13. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
14. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
15. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
16. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
17. Prepares and delivers oral presentations related to assigned areas as required.
18. Performs other related or lower classification duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Modern office clerical support practices and procedures, including the use of standard office and computer equipment.
3. Computer applications related to the work, including word processing, database, scanning, and spreadsheet applications.
4. Applicable policies and procedures related to the program/department to which assigned.
5. Basic business arithmetic and statistical techniques.
6. Record keeping principles and procedures.
7. Alphabetical and numerical filing methods.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Administrative Specialist I (Restricted Funds)(2 Positions) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=255419>

Downloaded On: Apr. 5, 2025 7:49pm

Posted Apr. 4, 2025, set to expire Jun. 30, 2025

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform standard office clerical support work with accuracy and sufficient speed.
5. Learn and understand the organization and operation of the assigned program and/or department, the College and outside agencies as necessary to assume assigned responsibilities.
6. Learn, correctly interpret, and apply the policies and procedures of the function to which assigned.
7. Respond to and effectively prioritize multiple phone calls and other requests for service.
8. Understand and carry out oral and written directions.
9. Make basic accurate arithmetic computations.
10. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. File materials alphabetically, chronologically, and numerically.
13. Use discretion in processing and filing confidential student files and other records.
14. Organize and prioritize a variety of multiple tasks in an effective and timely manner.
15. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
16. Understand and follow oral and written instructions.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Administrative Specialist I (Restricted Funds)(2 Positions) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=255419>

Downloaded On: Apr. 5, 2025 7:49pm

Posted Apr. 4, 2025, set to expire Jun. 30, 2025

1. Equivalent to the completion of the twelfth (12th) grade; and
2. One (1) year of varied office support experience preferably involving interaction with the public.

Desirable Qualifications:

1. Associates degree from a regionally accredited college preferred.
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13457>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services,



Administrative Specialist I (Restricted Funds)(2 Positions) Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=255419>

Downloaded On: Apr. 5, 2025 7:49pm

Posted Apr. 4, 2025, set to expire Jun. 30, 2025

focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Contact Information

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

Contact

N/A

Mt. San Antonio College

,