

Management Analyst, Office of Instruction
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256257>

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Posted Apr. 28, 2025, set to expire May 11, 2025

Job Title Management Analyst, Office of Instruction
Department
Institution West Valley-Mission Community College District
Santa Clara, California

Date Posted Apr. 28, 2025

Application Deadline 05/11/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Management Analyst, Office of Instruction

Closing Date: 05/11/2025

Definition:

Mission College is diverse, inclusive community college; we care deeply about our students and the staff, faculty and administrators who are part of our community. We are excited to announce that the Office of Instruction (OI) at Mission College seeks a new colleague to join our team. This is a pivotal role that will support the Vice President of Instruction by managing complex projects and deliverables

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in a timely manner, planning and supporting events and meetings, maintaining a complex calendar/schedule, and supporting statewide initiatives and requirements. We are looking for someone with technical expertise, prioritization skills, ability to take the lead and work independently, and communicate effectively with campus colleagues. We welcome your interest and application!

Applicants who possess the knowledge, skills and life experience 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 July 2025. Schedule may change to include some evening or weekend hours, as needed. This position is a member of the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: Mission College, Santa Clara, CA

Salary and Benefits:

Anticipated Hiring Range:

- 8,514.92-\$9,308.50 monthly (WVMCEA Salary Schedule, Range 70, 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.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.

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- 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:

1. Experience: Two years of responsible technical or professional administrative experience in a college or university environment.
2. Education: Equivalent to possession of a Bachelors degree from an accredited college or university with major course work in business administration, public administration, social science, computer science, or a related field

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:

Knowledge and Abilities:

Knowledge of:

- Pertinent federal, state, and district laws, codes and regulations.
- Tools, techniques and terminology used in statistical data analysis.
- Principles and practices of modern office management and recordkeeping.
- Operation, procedures, and policies of college instructional programs.
- Software programs and database systems relevant to area of assignment.

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Ability to:

- Analyze existing work processes and develop improved methodologies and procedures.
- Provide technical and functional supervision to less experienced staff.
- Function as project manager, providing liaison to other district and/or college faculty and administrators.
- Plan, coordinate and conduct analytical studies and surveys related to assigned department programs and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at desk for long periods of time; 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.
- Provide information and analyses in verbal or written form to district administrators, faculty and staff.
- Maintain comprehensive databases; coordinate software or database problems with information technology staff.
- 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:

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

- Plan, coordinate, and conduct administrative and operational analysis; recommend solutions

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based on findings.

- Design, develop, and coordinate implementation and evaluation of departmental administrative and operational systems and procedures.
- Create and maintain databases from a variety of internal and external sources; monitor development and input of data.
- Monitor and analyze changes to laws, regulations, and procedures relative to area of assignment; interpret, explain, and disseminate information on pertinent regulations to administrators, faculty and staff.
- May provide leadership and coordination of projects in area of assignment; liaison with other district and/or college departments and divisions, faculty and administrators to ensure updated information is available and presented on web site.
- Provide work direction and assessment to technical and administrative support staff and students.
- Audit, input and validate relevant data in various software programs; use content management system to help maintain website, maintain college events calendar, digital signage, social media, and external advertising, produce materials for class schedule and collateral material
- Coordinate a variety of information and resources for department administrators and faculty.
- Prepare and maintain a variety of federal, state, district, and college reports and surveys.
- 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:

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

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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 documents WILL NOT be accepted in lieu of transcripts.

For assistance, contact:

Office of Human Resources, Attn: Recruitment
14000 Fruitvale Ave, Saratoga, CA 95070

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Phone: (408) 741-2653 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.

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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.

Special Instructions to the Applicant:

Posting Number: FY22/23-276FT

Open Date: 04/18/2025

Close Date: 05/11/2025

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

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