

Administrative Assistant
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258398>

Downloaded On: Jun. 18, 2025 9:43pm

Posted Jun. 18, 2025, set to expire Jul. 7, 2025

Job Title	Administrative Assistant
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jun. 18, 2025
Application Deadline	07/07/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Administrative Assistant

Closing Date: 07/07/2025

Definition:

Counseling and Student Success is seeking a student-centered, equity-active professional to fill the position of **Administrative Assistant - Counseling**.

West Valley College is part of the West Valley-Mission Community College District. Designated as a Hispanic Serving Institution, West Valley College enrolls approximately 15,000 students annually and

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is minutes away from the heart of the Silicon Valley in a beautiful park-like setting on 143 wooded acres. The student population represents diverse communities from the cities of Saratoga, Campbell, and Los Gatos. Detailed information about the student population, including data related to student success, can be found on the [Office of Institutional Effectiveness and Research](#) webpage.

West Valley College is ranked number one in transfer in Silicon Valley and the Bay Area and number three in California out of 116 community colleges. The college is known for high quality academic programs and faculty, dedicated classified professionals, and an equity-minded approach to student success. West Valley College inspires students to create a future for themselves so they can contribute to a world in need of their talents, drive, and enthusiasm.

West Valley College is committed to addressing inequities and injustices, both societal and institutional, and so recognizes that institutions of higher education have colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work which will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will act with courage, grace, and humility in fulfilling our commitment to learning and unlearn.

Applicants who possess the knowledge, skills, and life experiences 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 September 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: West Valley College, Saratoga, CA

Salary and Benefits:

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Anticipated Hiring Range:

\$7,659.92-\$8,366.92 monthly (WVMCEA Salary Schedule, Range 63, 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.
- 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:

- Education: Equivalent to the completion of the twelfth grade, supplemented with college level courses in business or accounting.
- Experience: Two years of responsible office administrative support experience, preferably in an educational environment, or two years of experience similar to an Office Coordinator with the West Valley-Mission Community College District.

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:

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The ideal candidate will also demonstrate the following desired qualifications:

- Professional and positive attitude and demeanor
- Attention to accuracy and detail in communications and data management
- Experience monitoring budgets
- Experience providing administrative and technical support to assigned projects and programs.
- Experience providing work direction and support to colleagues
- Experience with scheduling and student/client data management tools for a high traffic, in-person and remote office.

Knowledge and Abilities:

Knowledge of:

- Organization, procedures, and operating details of an office.
- Principles and practices of routine research and project planning.
- Basic accounting skills; methods and practices of budget tracking and monitoring.
- Principles and practices of office management and records management.
- Principles and methods of business letter and report writing; grant reporting requirements.
- Modern office practices, procedures and computer equipment and standard office software.
- English usage, grammar, spelling, punctuation and vocabulary.
- Applicable local, state, and federal laws, regulations, and forms.

Ability to:

- Plan, oversee, and implement activities related to an office.
- Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.
- On a continuous basis, sit at desk for long periods of time or stand at public counter; 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. Interpret and apply district and campus rules, laws and policies.
- Coordinate and organize timely workflow while maintaining effective and harmonious relationships.

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- Learn and work with multiple software programs and databases.
- Type at a speed necessary for successful job performance.
- Learn and understand community college policies and procedures.
- Think critically and independently.
- Work confidentially with discretion.
- Work effectively to meet demanding schedules and multiple timelines.
- Research and compile information for statistical and budget reports; compose complex correspondence and prepare preliminary reports.
- Maintain official and complex records and files.
- 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:

- 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.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- 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,

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committees, and groups.

- Coordinate and implement assigned program activities of an operational area of assignment; 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.
- May provide technical and functional oversight of assigned clerical staff; plan, prioritize, assign and review the work of staff involved in providing administrative support.
- May receive, process and document cash receipts using district cash handling policies and procedures.
- Respond to letters and general correspondence not requiring the attention of management staff.
- Receive and distribute incoming mail and email; review and evaluate mail and email to identify those items requiring priority attention; receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.
- Interpret and explain district and organizational policies, rules and regulations in response to inquiries; refer inquiries as appropriate; assist in developing department policies and procedures in order to meet department objectives.
- Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
- Provide administrative support for assigned task forces, committees, commissions and boards, including taking meeting minutes; review and summarize miscellaneous reports and documents; prepare background documents as necessary.
- 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.

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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 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

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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.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 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: FY22/23-284FT

Open Date: 06/14/2025

Close Date: 07/07/2025

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

West Valley-Mission Community College District

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