

**Adult Education Office Manager  
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259565>

Downloaded On: Jul. 11, 2025 12:49am

Posted Jul. 10, 2025, set to expire Jul. 21, 2025

**Job Title** Adult Education Office Manager  
**Department** SCC Adult Education  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** Jul. 10, 2025

**Application Deadline** 07/21/2025  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Adult Education Office Manager  
Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**SCC Adult Education

**Salary Range:** \$4,027 - \$5,398

**Starting salary for this position is:** \$4,027 (Monthly)

**Employees hired at the entry step of this range receive salary step advancement after six**

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**months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

**Applications will be accepted until 4:00 p.m. PST on 07/21/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### About the Adult Education Office Manager

### JOB SUMMARY

Under general direction of the Dean of Adult Education, this position performs administrative duties, provides administrative support, represents the Adult Education division, and provides counsel and direction on behalf of the dean to department chairs, faculty, college administration, staff and students with little or no supervision.

The Office Manager is responsible for planning, organizing, assigning, and supervising varied and extensive processes related to divisional needs and facilitating the flow of office work between the dean, department faculty, and support staff.

Responsibilities include assisting in the development of class schedules, assist in budget planning and development, expenditure control, records management, report preparation, public relations, and personnel administration. This position supervises office support staff and provides support for approximately 120 faculty and staff of the Adult Education (AE) division.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Serve as the confidential assistant to the Dean of Adult Education. Provide administrative support to the dean including but not limited to: coordinate office operations, monitor administrative deadlines, keep supervisor's calendar, make travel arrangements, screen, prioritize, and

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- distribute mail, screen calls and visitors, maintain records. \*
- Provide administrative support for the division including but not limited to coordinating and scheduling events and division meetings, making room reservations, developing agendas, taking meeting minutes, monitoring purchase orders, preparing reports, budgets, contracts, and/or grant proposals, maintaining and updating the division organizational chart and working on division projects and presentations as assigned. Perform additional duties as delegated by the dean, track leave requests and facilitate approvals, monitor and maintain division absence calendar. \*
  - Organize, implement and supervise the construction of classes and class schedule maintenance. Establish class scheduling and contract generation timelines and calendar and distribute information to affected team members. \*
  - Prepare and review faculty overload and adjunct contracts for quality control, including checking budgets and amounts in alignment with district policies and procedures. \*
  - Oversee the coordination and compilation of student evaluations of faculty for the tenure review process, post-tenure evaluation and adjunct faculty. \*
  - Review, evaluate and administer the process of tracking faculty and staff evaluation deadlines while adhering to the collective bargaining agreements. \*
  - Participate in department, division and college committee meetings as requested by the dean. \*
  - Interpret, counsel and implement institutional policies for employees of the division, students and other college personnel. \*
  - Oversee purchase and travel card accounts following district policies and procedures for issuing cards, making purchases and reconciling card statements. \*
  - Design office space and determine the need for office equipment, furniture and supplies as well as coordinate their purchasing and maintenance for the division. Assign room usage and coordinate access, ensuring rooms and equipment are secure at all times. \*
  - Supervise classified, part-time hourly and work study students (train, schedule, evaluate, discipline and respond to grievances). Adhere to classified contracts and all district rules and regulations ensuring efficient operations. \*
  - Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. \*
  - Monitor budgets as applicable, ensuring fiscal responsibility of budgets, informing the dean or individual managers of budget status. Assist in developing new budgets. \*
  - Model professional decorum and mutual respect in all personal interactions. \*
  - Comply with district policy, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
  - Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. \*

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*\* Indicates this is an essential duty.*

### COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Associate degree or higher from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Experience in office management and supervision.
- Proficiency with Microsoft Office programs and other current technology and integrating it into an office environment.
- Ability to establish and maintain effective working relationships throughout the organization.
- Excellent communication skills both orally and in writing.
- Excellent project management and organizational skills.
- Excellent interpersonal skills-the ability to create an effective working environment through positive interaction, clear communication, and recognition of the value of each individual.
- Ability and willingness to give and take direction.
- Ability to make independent decisions in the absence of the dean.
- Ability to understand, track, and monitor budgets.
- Ability to represent the dean and department in a professional manner.
- Ability to handle multiple deadlines and priorities in an executive setting.

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- Ability to record, transcribe, edit and distribute meeting minutes.
- Ability to coordinate schedules and manage space under limited supervision
- Ability to work independently and prioritize tasks.
- Ability to maintain a high level of workplace confidentiality.

### DESIRED QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution.
- One or more years of supervisory experience involving responsibility for planning, organizing and coordinating work in an office.
- Experienced in records management.
- Experience working in a higher education environment.
- Familiarity with PeopleSoft (ctcLink)
- Familiarity with state purchase card system.

### PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

### CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of*

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*employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, email addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### **Equal Opportunity Institution**

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*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/adult-education-office-manager-spokane-washington-united-states>**

**Contact Information**

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

**Contact**

SCC Adult Education

Community Colleges of Spokane

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